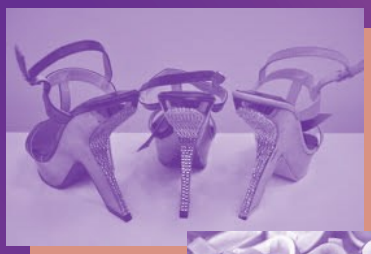
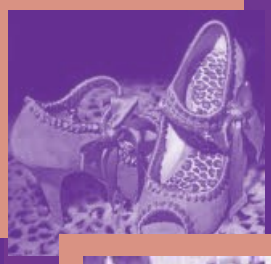
THE ATLANTA SHOE MARKET





February 13-15, 2014

Cobb Galleria Centre -
Main Hall

Atlanta, Georgia

RPM CompleteXPO Services
Meeting the Needs of Today's Events!

411 W. Lake Brantley Rd.
Altamonte Springs, FL 32714
Phone: (407) 786-EXPO (3976)
Fax: (407) 786-3977
Email: info@completexpo.com
On the Web: www.rpmcompletexpo.net

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Welcome from RPM CompleteXPO Services

Dear Exhibitor,

We are pleased to announce that **RPM CompleteXPO Services** has been chosen to be the Official Service Contractor for **The Atlanta Shoe Market** to be held February 13-15, 2014, at the Cobb Galleria Centre and Renaissance Waverly Hotel in Atlanta, Georgia.

The exhibitor service manual you are now viewing contains much valuable information concerning all facets of the event. Included in this manual are important deadlines, your set-up and dismantle schedules, and shipping details including shipping labels, plus order forms to order all the services and furnishings you will need for your booth. For your convenience, we recommend that you save this PDF version to your computer desktop or print a copy to keep for reference.

We are very excited and are looking forward to working with you and providing you the very best of services and furnishings!

If you have any questions in the meantime, please feel free to contact us at:

Phone: (407) 786-3976
or
Email: info@completexpo.com

All of us here at **RPM CompleteXPO Services** look forward to working with you!

Warm regards,

Justine Finocchiaro-Doles
Executive Director of Customer Relations

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Altamonte Springs, FL 32714
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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Quick Facts

Dear Exhibitor,
RPM CompleteXPO Services is pleased to have been chosen as the Official General Service Contractor for **The Atlanta Shoe Market**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance, please contact our Customer Service Department at 407-786-3976.

Included in this service kit are order forms for various items that you may require. These RPM CompleteXPO forms are to be returned to our office and the other forms to the *specific contractor who is providing the service*. Please review these forms and submit your orders as early as possible.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Southeastern Shoe Travelers Association
953 Harmony Road, Suite 106
Eatonton, GA 31024
Phone: (706) 923-0580
Fax: (706) 923-0520
Email: sest@plantationcable.net
Web: www.atlantashoemarket.com

All questions regarding shipping, storage, furniture rental, labor, and other services should be directed to:

RPM CompleteXPO Services
411 W. Lake Brantley Rd.
Altamonte Springs, FL 32714
Phone: (407) 786-EXPO (3976)
Fax: (407) 786-3977
E-Mail: info@completexpo.com
Web: www.rpmcompletexpo.net

Exhibit Show Schedule

Exhibitor Move-in:	Wednesday, February 12, 2014	8:00 am - 7:00 pm
Exhibit Hours:	Thursday, February 13, 2014 Friday, February 14, 2014 Saturday, February 15, 2014	9:00 am - 6:00 pm 9:00 am - 6:00 pm 9:00 am - 5:00 pm
Exhibitor Move-out:	Saturday, February 15, 2014	5:00 pm - 10:00 pm

PLEASE NOTE:
Exhibits may not be dismantled prior to 5:00 pm on Saturday, February 15th. All exhibits must be dismantled and removed by Saturday, February 15th at 10:00 pm. Truck drivers must sign in for pick-up before 9:00 pm or freight may be re-routed through RPM Logistics, the house carrier.

Important Deadlines

Advance Price Discount Deadline for all RPM CompleteXPO orders .....Friday, January 31, 2014
First day for warehouse deliveries without a surcharge .....Monday, January 13, 2014
Last day for warehouse deliveries without a surcharge.....Friday, January 31, 2014
First day freight can arrive at show site .....8:00 am on Wednesday, February 12, 2014

PLEASE NOTE:
All order forms for utility, A/V, floral, etc. services NOT provided by the General Service Contractor, RPM CompleteXPO Services, should be faxed to the number listed on the respective form. Please do not send them to RPM CompleteXPO Services.

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Quick Facts - continued

Booth Packages

Single Booth (10' x 10'): **Each Package A or B**
8' H x 10' W White Posh Fabric Backwall
3' H x 10' D White Posh Fabric Side Rail
2 - 8' L x 30" H Tables - White Posh Fitted Table Cloths
1 - 6' L x 30" H Table - White Posh Fitted Table Cloth
4 - Chairs
1 - Wastebasket
1 - ID Sign

Double Booth (10' x 20'):

Each Package C
8' H x 20' W White Posh Fabric Backwall
3' H x 10' D White Posh Fabric Side Rail
2 - 8' L x 30" H Tables - White Posh Fitted Table Cloths
4 - 6' L x 30" H Tables - White Posh Fitted Table Cloths
8 - Chairs
2 - Wastebaskets
2 - ID Signs

Each Package D
8' H x 20' W White Posh Fabric Backwall
3' H x 10' D White Posh Fabric Side Rail
1 - 8' L x 30" H Table - White Posh Fitted Table Cloth
6 - 6' L x 30" H Tables - White Posh Fitted Table Cloths
8 - Chairs
2 - Wastebaskets
2 - ID Signs

Triple Booth (10' x 30'): **Each Package E or F**
8' H x 30' W White Posh Fabric Backwall
3' H x 10' D White Posh Fabric Side Rail
5 - 8' L x 30" H Tables - White Posh Fitted Table Cloths
3 - 6' L x 30" H Tables - White Posh Fitted Table Cloths
12 - Chairs
3 - Wastebaskets
3 - ID Signs

Please Note: All booths will receive a one-time, pre-show vacuum.

Show Fabric color: White Posh Fabric

Aisle carpet color: Tuxedo Wall-to-wall

Shipping Addresses

Shipments to Advance Warehouse:	Direct to Show Site:
Shipments Consigned to the Advance Warehouse Must Arrive NO LATER THAN Friday, January 31, 2014* *Shipments late to the Warehouse are subject to a 25% surcharge unless shipping through the Official Show Carrier, RPM Logistics.	Shipments to the Show Site Should be Timed To Arrive NO EARLIER THAN 8:00 am on Tuesday, February 12, 2014
Atlanta Shoe Market c/o RPM CompleteXPO Services J&D Trucking 560 Atlanta South Pkwy, Suite 600 College Park, GA 30349 Booth # _____	c/o RPM CompleteXPO Services Atlanta Shoe Market Cobb Galleria Centre 2 Galleria Pkwy Atlanta, GA 30339 Booth # _____

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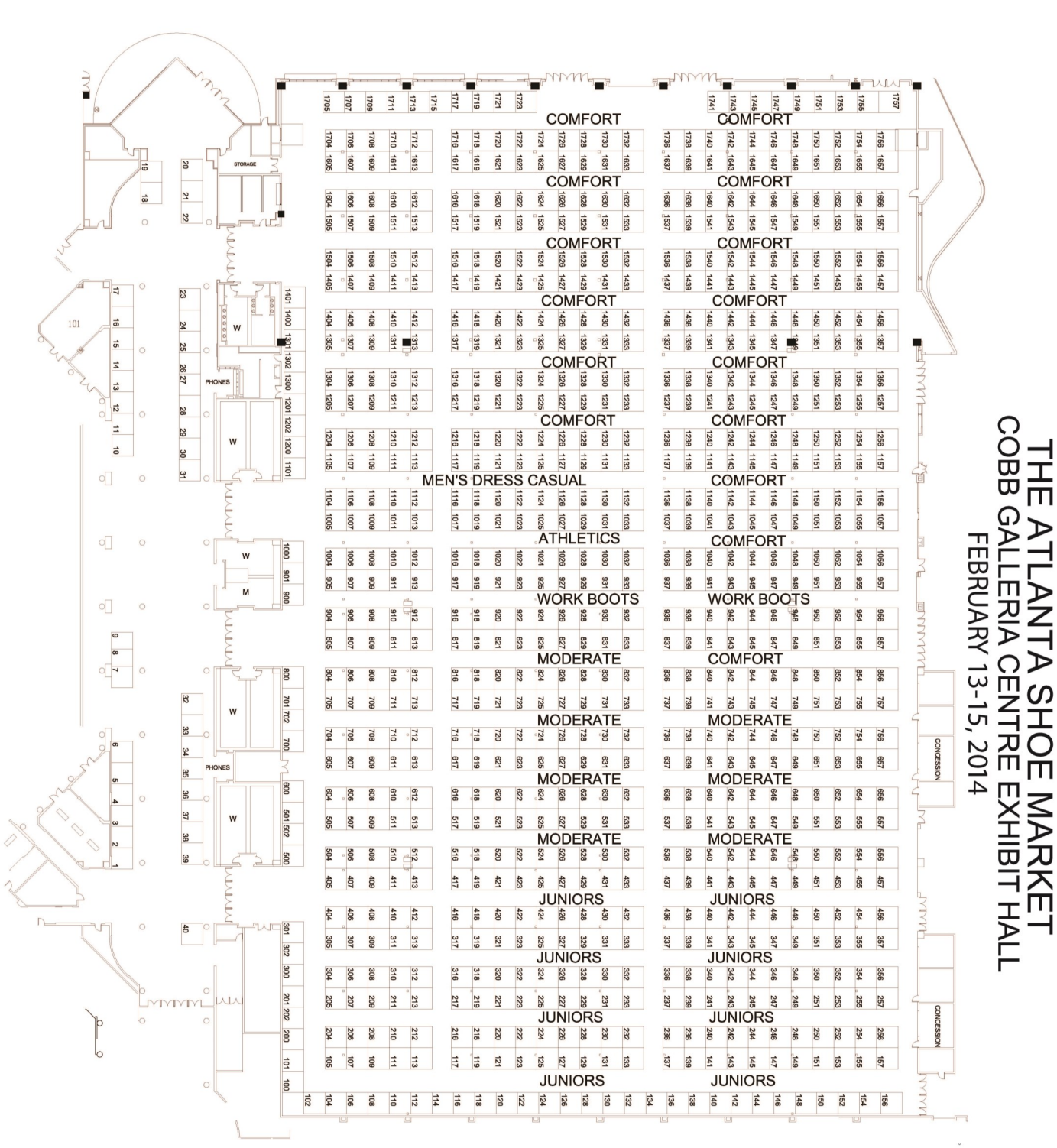
THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Cobb Galleria Exhibit Hall Floor Plan



Rev. 102313-01

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Ordering Options

ATTENTION EXHIBITORS

We have two options in place to make placing your order easy and convenient. Online ordering is available and can be accessed 24/7 to place your order and access all details of the event. We also offer the exhibitor manual in PDF format. Listed below are the simple instructions for placing your orders for the furnishings and services you require for your booth:

Online Ordering — Follow these easy steps to place your order online.

1. You will receive an email from "CompleteXPO@ExpoOrders.com" containing your personal User Name and Password and the link to the ordering website.
2. Follow the link found in the email referenced above, then enter your User Name and Password.
3. You should now be on our Welcome page and have access to place your order or look up details concerning the show.
4. After you place your order, you will receive a confirmation via email. Your order will be processed by RPM within one business day and you will then receive your paid invoice via email.

Faxed / Emailed Orders — For your convenience, we also have a printable PDF version of our exhibitor service manual. This manual contains information concerning all facets of the event including important deadlines, your set-up and dismantle schedule, shipping details, shipping labels and order forms for all the services and furnishings you will require for your booth.

1. To place your order using the PDF forms, just print and complete the applicable forms for the products and/or services you will need.

   A. RPM Forms — Return the form(s), along with your check payment or a completed Payment and Credit Card Authorization Form, to RPM CompleteXPO by fax, email or mail. Orders will not be processed without a method of payment.

   B. Other Providers' Forms — Order forms for other Official Providers such those for utilities, audio/visual, computer and floral rental should be sent to the provider listed on the form. Please do not send these forms to RPM CompleteXPO Services.

We suggest that you copy or download the RPM PDF exhibitor manual to your computer desktop. You will then be able to access it at any time for order forms and for information concerning the show.

Important — In order to qualify for the lower Advance Rate pricing, your order and full payment must be received by the *Return Deadline Date* listed on the forms.

If you have any questions about how to place your order, please feel free to call us at 407-786-3976 or email us at info@completexpo.com.

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Payment Policies

- **Payment Options**
  RPM CompleteXPO Services, the official general service contractor for **The Atlanta Shoe Market**, is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping, and other provided services.

  - **Checks**
    - All checks must be in U.S. funds drawn on a U.S. Bank.
    - For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. Although you may choose to pay by company check or cash, for all charges incurred at show site, ***we require your signed Payment and Credit Card Authorization Form*** to be on file with CompleteXPO Services, in advance, to guarantee payment. Please make all checks payable to: **RPM CompleteXPO Services.**
  - **Wire Transfer in U.S. Funds**
    - Address to: BANK OF AMERICA — GEORGIA, 2800 Lawrenceville-Suwanee Rd, Suwanee, GA 30024
      Routing # 026009593 Account # 3284829332 SWIFT Code: BOFAUS3N
    - Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
    - Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPM CompleteXPO Services will charge the following fees:
      - **Domestic incoming wire transfer fee: $25.00**
      - **International incoming wire transfer fee: $50.00**
  - **Credit Card**
    - We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed ***Payment and Credit Card Authorization Form.*** By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPM CompleteXPO and/or RPM Logistics to charge your credit card for any and all charges incurred.

- **Show Site Orders**
  To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. ***For the discount prices to be in effect, your order must be received by the Return Deadline Date of Friday, January 31, 2014, and payment must accompany your order.*** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

- **Payment Terms**
  To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed ***Payment and Credit Card Authorization Form*** to be on file with RPM CompleteXPO Services to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by cash, traveler's check, credit card or check upon presentation. All payment disputes should be resolved before leaving the show site.

  Invoices will be distributed on the last day of the show. If you have any questions or concerns in regard to your charges for inbound freight, installation, labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

  Additionally, RPM CompleteXPO Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, RPM CompleteXPO Services will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining the charges which were billed.

  All charges are payable in U.S. funds only. ***No telephone orders will be accepted.***

- **Cancellation Policy**
  - Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.
  - Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.
- **Note:** All materials are on a rental basis for the duration of the show, must be returned in good working order and will remain the property of RPM CompleteXPO Services.

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Payment and Credit Card Authorization Form

Return Deadline: Friday, Jan. 31, 2014

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPM CompleteXPO Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

Payment Method:

- ☐ Corporate Credit Card
- ☐ Personal Credit Card
- ☐ Check*
- ☐ Wire Transfer (fee applies)*

*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.

Card Type:

☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA ☐ DISCOVER

Card Number:

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Expiration Date: _____ / _____ / _____

CVV2 (Security) Code: _____ _____ _____ _____

ORDER RECAP
Enter totals from each completed form
**** Note: Items taxable in the State of Georgia***

* Shelving Units Order Form	$	
* Tables and Risers Order Form	$	
* Chairs and Booth Accessories Order Form	$	
* Specialty Equipment Order Form	$	
* Executive Furnishings (CS) Order Form	$	
* Executive Furnishings (MF) Order Form	$	
* Executive Furnishings (BT) Order Form	$	
* Executive Furnishings (CTA) Order Form	$	
* Executive Furnishings (CC) Order Form	$	
* Executive Furnishings (BS) Order Form	$	
* Executive Furnishings (CTB) Order Form	$	
* Executive Furnishings (SUS) Order Form	$	
* Booth Carpet/Padding Order Form	$	
* Modular Hardwall Accessories Order Form	$	
* Signs, Banners & Accessories Order Form	$	
Material Handling Service Order Form	$	
* Accessible Storage Order Form	$	
* Display Labor Order Form	$	
* Rigging Labor Order Form	$	
* Suspended Sign Hanging Labor Order Form	$	
Booth Cleaning / Periodic Porter Service Order Form	$	
TOTAL AMOUNT DUE ➔	**$**	

Cardholder's Name (print or type):			
Cardholder's Billing Address:			
City:	State:	ZIP:	
Cardholder's Signature:		Date:	
ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE			
Company Name:		Booth #:	
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:		E-Mail:	
Signature:		Date:	

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Limits of Liability and Responsibility

1. RPM CompleteXPO Services, LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.

2. RPM CompleteXPO Services, LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.

3. RPM CompleteXPO Services, LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPM CompleteXPO Services, LLC to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.

4. RPM CompleteXPO Services, LLC shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. If found liable for any loss or damage, RPM's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of $50.00 per shipment, whichever is less. RPM shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPM specifically acknowledges receipt in writing. RPM shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPM be held liable for any concealed damage-no exceptions.

6. RPM CompleteXPO Services, LLC shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of materials to RPM CompleteXPO Services, LLC by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Third Party Authorization Form

Return Deadline: Friday, Jan. 31, 2014

You may arrange for a third party to handle your display and be billed for the services. RPM CompleteXPO Services will agree to this arrangement if the third party has a satisfactory payment record with us. Both firms must complete this form, and return this form by the Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred.

Should the third party fail to present payment at show site, the exhibitor will assume responsibility for payment.

Exhibiting Company Name: _____ Booth # _____

Contact Person (print or type): _____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

☐ ALL SERVICES ☐ Booth Cleaning ☐ Material Handling ☐ I & D Labor ☐ Rigging

☐ Booth Furnishings ☐ Signs ☐ Other (please specify) _____

PAYMENT METHOD: ☐ Credit Card ☐ Check ☐ Wire

CARD TYPE: ☐ AMERICAN EXPRESS ☐ VISA ☐ MasterCard ☐ DISCOVER

CARD NUMBER EXP. DATE

Please enter the CVV2 (security) Code listed on your card: ☐☐☐☐

Third Party Information

Cardholder's Name as Listed on Credit Card:			
Cardholder's Billing Address:			
City:	State:		ZIP:
Cardholder's Signature:			
Name of Service Firm/Third Party:			
Authorized On-Site Representative:		Title:	
Address:	City:	State:	ZIP:
Telephone:	On-Site Supervisor:		
Signature:	Email:		Date:

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Non-Official Contractor Request Form

Return Deadline: Friday, Jan. 31, 2014

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPM CompleteXPO Services, please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering

If an exhibitor wishes to use an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- ◊ Exhibitor must inform RPM CompleteXPO Services that they have contracted with a an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- ◊ The EAC hired by the exhibitor must, by the deadline date show above, provide RPM with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming RPM CompleteXPO Services as additionally insured for the time period of the show (including move-in and move-out days).
- ◊ The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- ◊ EAC employees must wear approved identification badges at all times while in the work area.
- ◊ If the EAC is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPM. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ◊ The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- ◊ The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ◊ The EAC may not solicit business on the exhibit floor.
- ◊ The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- ◊ If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EACmust not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use the EAC's services.

Complete this form <u>ONLY</u> if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by January 31st, 2014.

Event Name:		
Exhibiting Company Name:		Booth#:
Address:	State:	Zip:
Authorized On-Site Representative:		
Name of Service Firm:		
Address:	State:	Zip:
Telephone:	On-Site Supervisor:	
Signature:		Date:

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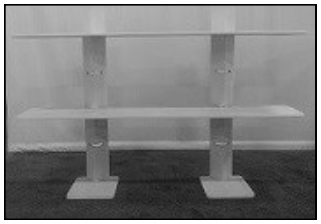
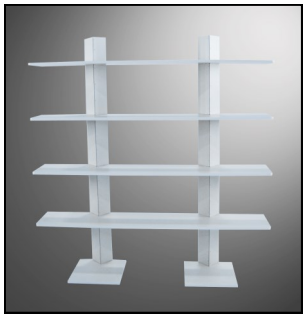
Shelving Units Order Form

Return Deadline: Friday, Jan. 31, 2014

4' 2-Shelf Unit


6' 2-Shelf Unit

4' 4-Shelf Unit


6' 4-Shelf Unit

SHELVING UNITS

All shelves and feet will be delivered to your booth; however, it is the exhibitor's responsibility to install and dismantle them.

Quantity	Description	Advance Rate	Standard Rate	Amount
	4' 2-Shelf Unit	$ 26.70	$ 52.90	$
	6' 2-Shelf Unit	$ 31.05	$ 62.15	$
	4' 4-Shelf Unit	$ 52.90	$ 105.25	$
	6' 4-Shelf Unit	$ 62.15	$ 124.05	$
			Sub-Total	**$**
			6% GA Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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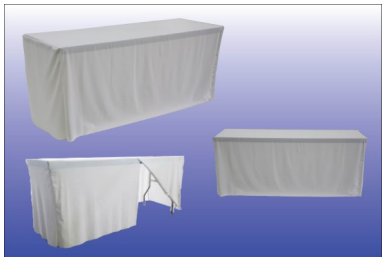
THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Tables and Risers Order Form

Return Deadline: Friday, Jan. 31, 2014

RECTANGULAR DISPLAY TABLES



Includes white posh fitted table cloth as shown here.

Qty	Description	Advance Rate	Standard Rate	Amount
	2' X 4' X 30" High	$ 30.45	$ 39.60	$
	2' X 6' X 30" High	$ 36.20	$ 47.05	$
	2' X 8' X 30" High	$ 42.95	$ 55.85	$
	2' X 4' X 42" High	$ 41.15	$ 53.50	$
	2' X 6' X 42" High	$ 46.65	$ 60.65	$
	2' X 8' X 42" High	$ 53.30	$ 69.30	$

DRAPED RISERS

(8" wide wooden shelves draped in white vinyl—pictured at left)

Qty	Description	Advance Rate	Standard Rate	Amount
	4' L X 6" H One Step	$ 31.55	$ 41.00	$
	6' L X 6" H One Step	$ 40.25	$ 52.35	$

UNDRAPED RISERS

(8" wide wooden shelves)

Qty	Description	Advance Rate	Standard Rate	Amount
	4' L X 6" H One Step	$ 15.10	$ 19.65	$
	6' L X 6" H One Step	$ 21.40	$ 27.80	$

PEDESTAL TABLES

30" H
Pedestal Table

42" H
Pedestal Table

Qty	Description	Advance Rate	Standard Rate	Amount
	Round Pedestal Table (30" H X 30" D)	$ 177.35	$ 230.55	$
	Round Pedestal Table (42" H X 30" D)	$ 206.35	$ 268.25	$
	Round Pedestal Table (30" H X 36" D)	$ 206.35	$ 268.25	$
	Round Pedestal Table (42" H X 36" D)	$ 229.50	$ 298.35	$

Sub-Total	**$**
6% GA Sales Tax	**$**
TOTAL AMOUNT ➔	**$**

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Chairs and Booth Accessories Order Form

Return Deadline: Friday, Jan. 31, 2014

CHAIRS, STOOLS and BOOTH ACCESSORIES

Qty	Description	Advance Rate	Standard Rate	Amount
	Upholstered Arm Chair	$ 65.00	$ 84.50	$
	Side Chair	$ 49.30	$ 64.10	$
	Padded Stool w/Back	$ 51.60	$ 67.10	$
	Wastebasket	$ 15.10	$ 19.65	$
	Floor Easel	$ 27.55	$ 35.80	$
	Waterfall Rack	$ 105.80	$ 137.55	$
	8' Upright	$ 16.85	$ 21.90	$
	Crossbar	$ 11.25	$ 14.60	$
	Garment Rack	$ 105.80	$ 137.55	$
	Bag Rack	$ 105.80	$ 137.55	$
	Literature Rack	$ 154.80	$ 201.25	$
	Sign Holder	$ 88.70	$ 115.30	$
	Cocktail Table	$ 68.25	$ 88.75	$
			Sub-Total	**$**
			6% GA Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**

Upholstered Arm Chair

Side Chair

Padded Stool w/Back

Wastebasket

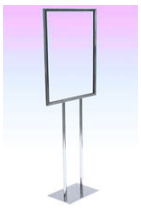
Floor Easel

Waterfall Rack

Garment Rack

Bag Rack

Literature Rack


Sign Holder

Cocktail Table

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Signature:	Date:

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THE ATLANTA SHOE MARKET

February 13-15, 2014
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Atlanta, Georgia

Booth Accessories and Specialty Equipment Order Form

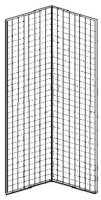
Return Deadline: Friday, Jan. 31, 2014

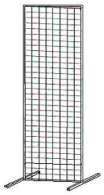
SPECIALTY EQUIPMENT

Qty	Description	Advance Rate	Standard Rate	Amount
	Chrome Stanchion	$ 32.75	$ 42.60	$
	Velvet Rope, 7'	$ 63.00	$ 81.90	$
	Mini Refrigerator	$ 302.00	$ 392.60	$
	2' X 8' Grid w/o Legs	$ 113.90	$ 148.05	$
	2' X 6' Grid w/Legs	$ 113.90	$ 148.05	$
	Pegboard: 1 m X 8 ft. White Panel - Vert.	$ 146.65	$ 190.65	$
	Pegboard: 4 ft. X 2 m White Panel - Horiz.	$ 146.65	$ 190.65	$
	Tackboard: 4 ft. X 8 ft. Grey Velcro - Horiz.	$ 146.65	$ 190.65	$
	Showcase - 6' Full View	$ 442.55	$ 575.30	$
	Showcase - 6' Half View	$ 442.55	$ 575.30	$
	Showcase - 6' Quarter View	$ 442.55	$ 575.30	$
			Sub-Total	**$**
			6% GA Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**

Chrome Stanchions
Velvet Rope, 7'

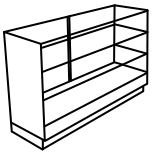
Mini Refrigerator
(contents not included)

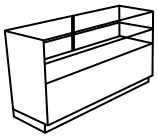

2' X 8' Grid without Legs (2 shown)

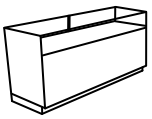

2' X 6" Grid w/Legs

Pegboard Vertical

Pegboard Horizontal


Showcase - Full View


Showcase - Half View


Showcase - Quarter View

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Executive Furnishings (CS) Order Form

Return Deadline: Friday, Jan. 31, 2014

COMFORT SEATING				
Qty	**Item Number**	**Advance Rate**	**Standard Rate**	**Amount**
Key West - Black				
	SOM	$ 618.50	$ 804.05	$
	LSM	$ 547.80	$ 712.15	$
	OCB	$ 450.35	$ 585.45	$
Lisbon - Black Leather				
	SOC	$ 811.80	$ 1,055.35	$
	LSC	$ 732.65	$ 952.45	$
	CHC	$ 529.45	$ 688.30	$
Memphis (Mini Size) - Black				
	MPS	$ 534.05	$ 694.25	$
	MPC	$ 378.95	$ 492.65	$
Astro - Light Beige				
	SOQ	$ 695.00	$ 903.50	$
	CHQ	$ 459.45	$ 597.30	$
Newport - Charcoal Leather				
	SED	$ 1,794.55	$ 2,332.90	$
	LSD	$ 705.95	$ 917.75	$
	CHD	$ 388.35	$ 504.85	$
Miscellaneous Seating				
	SO1	$ 697.60	$ 906.90	$
	OCU	$ 396.50	$ 515.45	$
	BCW	$ 775.55	$ 1,008.20	$
	OCY	$ 211.85	$ 275.40	$
			Sub-Total	**$**
			6% GA Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**

SOM
85"L x 35"D x 33"H

LSM
57"L x 35"D x 33"H

OCB
31"L x 31"D x 31"H

SOC
88"L x 36"D x 34"H

LSC
64"L x 36"D x 34"H

CHC
40"L x 36"D x 34"H

MPS
55"L x 31"D x 28"H

MPC
27.25"L x 31.75"D x 27.5"H

SOQ
83"L x 36"D x 29"H

CHQ
36"L x 36"D x 29"H

SED
113"L x 34"D x 33"H

LSD
54"L x 34"D x 33"H

CHD
24"L x 34"D x 33"H

SO1
South Beach Sofa
Platinum Suede
69"L x 29"D x 33"H

OCU
Globus Chair
White Vinyl, Chrome
28"L x 26"D x 28"H

BCW
Madrid Chair,
White Leather
30"L x 30"D x 31"H

OCY
Stage Chair,
Onyx
24"L x 36"D x 36"H

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Executive Furnishings (MF) Order Form

Return Deadline: Friday, Jan. 31, 2014

MISCELLANEOUS FURNISHINGS					
Qty	**Item Description**	**Item Number**	**Advance Rate**	**Standard Rate**	**Amount**
	OTTOMANS				
	Oval, Black Leather	OSA	$ 307.30	$ 399.50	$
	Square, Black Leather	OTP	$ 379.65	$ 493.55	$
	Bench, Black Leather	OTM	$ 423.75	$ 550.90	$
	Cube, Black Leather	OTH	$ 114.50	$ 148.85	$
	COCKTAIL TABLES				
	Round, Glass/Chrome	C1E	$ 300.55	$ 390.70	$
	Rectangular, Glass/Black	C1F	$ 273.90	$ 356.05	$
	Rectangular, Glass/Chrome	C1C	$ 282.25	$ 366.95	$
	Oval, Cherry	COLI	$ 175.75	$ 288.50	$
	END TABLES				
	Round, Glass/Chrome	E1E	$ 282.25	$ 366.95	$
	Square, Glass/Black	E1F	$ 255.60	$ 332.30	$
	Square, Glass/Chrome	E1C	$ 255.60	$ 332.30	$
	Round, Cherry	EOLI	$ 165.00	$ 214.50	$
	LAMPS				
	Brushed Silver	LA15	$ 168.10	$ 218.55	$
	Brushed Silver	LA14	$ 168.10	$ 218.55	$
				Sub-Total	**$**
				6% GA Sales Tax	**$**
				TOTAL AMOUNT ➔	**$**

OSA
52"L x 32"D x 19"H

OTP
40"L x 40"D x 17" H

OTM
24"L x 60"D x 17"H

OTH
17" L x 17"H x 18"D

C1E
36" Round x 17"H

C1F
50"L x 22"D x 16"H

C1C
50"L x 22"D x 16"H

COLI
47"L x 27"D x 19"H

E1E
24" Round x 22"H

E1F
26"L x 26"D x 20"H

E1C
Glass/Chrome
26"L x 26"D x 20"H

EOLI
22" Round x 22"H

LA15
18" Round x 55"H

LA14
16" Round x 26"H

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Executive Furnishings (BT) Order Form

Return Deadline: Friday, Jan. 31, 2014

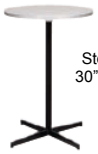
BAR TABLES					
Qty	**Description**	**Item Number**	**Advance Rate**	**Standard Rate**	**Amount**
	36" Round x 42" High				
	Graphite Nebula Top	VTN	$ 273.90	$ 356.05	$
	Gray Nebula Top	VTM	$ 273.90	$ 356.05	$
	30" Round x 42" High				
	Maple Top	VTK	$ 265.50	$ 345.15	$
	Graphite Nebula Top	VTJ	$ 265.50	$ 345.15	$
	Metallic Silver Top	VTF	$ 300.55	$ 390.70	$
	Brushed Blue Top	VTC	$ 265.50	$ 345.15	$
	Graphite Nebula Top	WTJ	$ 335.90	$ 436.65	$
	Metallic Silver Top	WTF	$ 371.25	$ 482.65	$
BARS					
Qty	**Description**	**Item Number**	**Advance Rate**	**Standard Rate**	**Amount**
	Martini Bar	BR1	$ 1,368.20	$ 1,778.65	$
	Circle Martini Bar	BRC	$ 3,573.75	$ 4,645.90	$
				Sub-Total	**$**
				6% GA Sales Tax	**$**
				TOTAL AMOUNT ➔	**$**

VTN
Std. Black Base
36" Round x 42"H

VTM
Std. Black Base
36" Round x 42"H

VTK
Std. Black Base
30" Round x 42"H

VTJ
Std. Black Base
30" Round x 42"H



VTF
Std. Black Base
30" Round x 42"H

VTC
Std. Black Base
30" Round x 42"H

WTJ
Tulip Chrome Base
30" Round x 42"H

WTF
Tulip Chrome Base
30" Round x 42"H

BR1
Martini Bar
50"L x 50"D x 47"H

BRC
Circe Martini Bar
Comprised of three
BR1 Martini Bars
100"L x 100"D x 47"H

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Executive Furnishings (CTA) Order Form

Return Deadline: Friday, Jan. 31, 2014

CONFERENCE TABLES					
Qty	**Description**	**Item Number**	**Advance Rate**	**Standard Rate**	**Amount**
	Geo Tables				
	Rectangular Glass, Chrome	CE2	$ 445.40	$ 579.00	$
	Rectangular Glass, Black	CF2	$ 429.15	$ 557.90	$
	Square Rounded Glass, Chrome	CE1	$ 308.35	$ 400.85	$
	Square Rounded Glass, Black	CF1	$ 291.80	$ 379.35	$
	Miscellaneous				
	Graphite Nebula	CB2	$ 479.70	$ 623.60	$
	Graphite Nebula	CB3	$ 582.75	$ 757.60	$
	Graphite Nebula	CB1	$ 394.75	$ 513.20	$
	Mahogany	CC6	$ 265.50	$ 345.15	$
	Mahogany	CC7	$ 497.20	$ 646.35	$
	Mahogany	CC8	$ 791.20	$ 1,028.55	$
	Mahogany	CC5	$ 356.60	$ 463.60	$
	Manhattan Table, Glass/Black	CG1	$ 326.10	$ 423.95	$
				Sub-Total	**$**
				6% GA Sales Tax	**$**
				TOTAL AMOUNT ➔	**$**

CE2
60"L x 36"D x 29"H

CF2
60"L x 36"D x 29"H

CE1
42"L x 42"D x 29"H

CF1
42"L x 42"D x 29"H

CB2
72"L x 36"D x 29"H

CB3
96"L x 36"D x 29"H

CB1
42" Round x 29"H

CC6
72"L x 36"D x 29"H
CC7 - 8' L
CC8 - 10' L

CC5
42" Round x 29"H

CG1
42" Round x 29"H

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Executive Furnishings (CC) Order Form

Return Deadline: Friday, Jan. 31, 2014

CONFERENCE CHAIRS					
Qty	**Name**	**Item Number**	**Advance Rate**	**Standard Rate**	**Amount**
	Perth Chair	OT0	$ 438.95	$ 570.65	$
	Panton Chair	SC9	$ 211.85	$ 275.40	$
	Luxor Guest Chair	XC3	$ 388.35	$ 504.85	$
	Luxor Mid-Back Executive Chair	XC2	$ 423.75	$ 550.90	$
	Luxor High-Back Executive Chair	XC1	$ 450.35	$ 585.45	$
	Altura Guest Chair	XC6	$ 353.05	$ 458.95	$
	Altura Mid-Back Executive Chair	XC5	$ 388.35	$ 504.85	$
	Altura High-Back Executive Chair	XC4	$ 423.75	$ 550.90	$
	Brewer Chair Gray/Chrome	SC2	$ 185.00	$ 240.50	$
	Brewer Chair Onyx/Black	SC3	$ 185.00	$ 240.50	$
	Flex Chair w/Wheels	SC8	$ 176.50	$ 229.45	$
	New York Chair	SC1	$ 203.15	$ 264.10	$
	Jetson Chair	SC4	$ 203.15	$ 264.10	$
	Manhattan	SC6	$ 247.25	$ 321.45	$
				Sub-Total	**$**
				6% GA Sales Tax	**$**
				TOTAL AMOUNT ➔	**$**

OT0
Black
23"L x 21"D x 43"H
Adjustable

SC9
White
20"L x 24"D x 33"H

XC3
Black Leather
27"L x 28"D x 40"H

XC2
Mid-Back,
Black Leather
27"L x 28"D x 41"H
Adjustable

XC1
High-Back,
Black Leather
27"L x 28"D x 47"H
Adjustable

XC6
Black Crepe
25"L x 20"D x 34"H

XC5
Mid-Back
Black Crepe
25"L x 25"D x 37"H
Adjustable

XC4
High-Back
Black Crepe
25"L x 25"D x 43"H
Adjustable

SC2
Gray/Chrome
20"L x 20"D x 32"H

SC3
Onyx/Black
20"L x 20"D x 32"H

SC8
24"L x 22"D x 31"H

SC1
Onyx Seat/Maple
Back/Chrome Legs
23"L x 32"D x 33"H

SC4
Black
19"L x 18"D x 31"H

SC6
Oyster
26"L x 22"D x 34"H

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability.

Cancellation Policy: Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

RPM CompleteXPO Services
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E-Mail: info@completexpo.com

THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Executive Furnishings (BS) Order Form

Return Deadline: Friday, Jan. 31, 2014

BAR STOOLS					
Qty	**Item Description**	**Item Number**	**Advance Rate**	**Standard Rate**	**Amount**
	Ohio Barstool	BS3	$ 203.15	$ 264.10	$
	Ohio Barstool	BS2	$ 203.15	$ 264.10	$
	Ohio Barstool	BS1	$ 203.15	$ 264.10	$
	Banana Barstool	BST	$ 265.50	$ 345.15	$
	Banana Barstool	BSS	$ 265.50	$ 345.15	$
	Oslo Barstool	BSD	$ 285.25	$ 366.95	$
	Oslo Barstool	BSC	$ 285.25	$ 366.95	$
	Gin Barstool	BSL	$ 211.85	$ 275.40	$
	Jetson Barstool	BSN	$ 300.55	$ 390.70	$
	Ice Barstool	BCE	$ 238.15	$ 309.60	$
				Sub-Total	**$**
				6% GA Sales Tax	**$**
				TOTAL AMOUNT ➔	**$**

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Cancellation Policy: Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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THE ATLANTA SHOE MARKET

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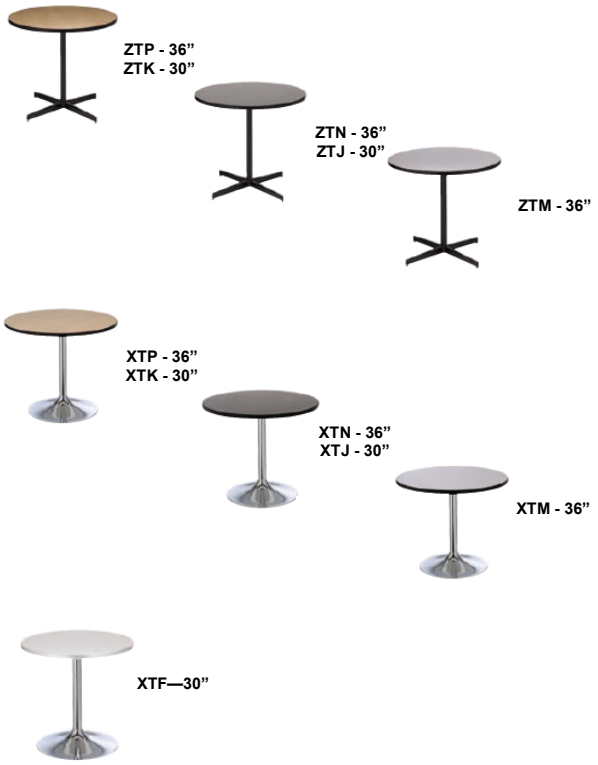
Atlanta, Georgia

Executive Furnishings (CTB) Order Form

Return Deadline: Friday, Jan. 31, 2014

CAFÉ TABLES

Qty	Description	Item Number	Advance Rate	Standard Rate	Amount
	36" Round x 29" High - Standard Black Base				
	Maple Top	ZTP	$ 255.60	$ 332.30	$
	Graphite Nebula Top	ZTN	$ 255.60	$ 332.30	$
	Gray Nebula Top	ZTM	$ 255.60	$ 332.30	$
	36" Round x 29" High - Chrome Tulip Base				
	Maple Top	XTP	$ 344.60	$ 448.00	$
	Graphite Nebula Top	XTN	$ 344.60	$ 448.00	$
	Gray Nebula Top	XTM	$ 344.60	$ 448.00	$
	30" Round x 29" High - Standard Black Base				
	Maple Top	ZTK	$ 230.10	$ 299.15	$
	Graphite Nebula Top	ZTJ	$ 230.10	$ 299.15	$
	30" Round x 29" High - Chrome Tulip Base				
	Maple Top	XTK	$ 317.60	$ 412.90	$
	Graphite Nebula Top	XTJ	$ 317.60	$ 412.90	$
	Metallic Silver Top	XTF	$ 344.60	$ 448.00	$
				Sub-Total	**$**
				6% GA Sales Tax	**$**
				TOTAL AMOUNT ➔	**$**



Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability.

Cancellation Policy: Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Executive Furnishings (SUS) Order Form

Return Deadline: Friday, Jan. 31, 2014

STACKING & UTILITY SEATING					
Qty	**Name**	**Item Number**	**Advance Rate**	**Standard Rate**	**Amount**
	Berlin Chair, Black	CS8	$ 111.20	$ 144.55	$
	Berlin Chair, Red	CS9	$ 111.20	$ 144.55	$
	Altura Task Chair	SY1	$ 220.25	$ 286.35	$
	Altura Drafting Stool	DF1	$ 326.35	$ 424.25	$
Product Display					
	Bookcase, Mahogany	BC6	$ 342.35	$ 445.05	$
	Bookcase, Graphite	BC7	$ 335.10	$ 435.65	$
	Étagère, Pewter	ET1	$ 379.65	$ 493.55	$
	Étagère, Black	ET2	$ 379.65	$ 493.55	$
Training Room					
	Computer Table, Graphite Nebula	CP5	$ 442.00	$ 574.60	$
	Kiosk, Black/Maple	PO3	$ 529.45	$ 688.30	$
	Lectern Podium, Cherry	PO1	$ 304.30	$ 395.60	$
	Writing Desk, Graphite	WD2	$ 388.35	$ 504.85	$
	Iso Mesh Chair, Black	CO4	$ 335.90	$ 436.65	$
Lateral Files					
	Lateral File, Mahogany	L26	$ 424.35	$ 551.65	$
	Lateral File, Graphite	L27	$ 400.95	$ 521.25	$
				Sub-Total	**$**
				6% GA Sales Tax	**$**
				TOTAL AMOUNT ➔	**$**

CS8
Black
18"L x 22"D x 32"H

CS9
Red
18"L x 22"D x 32"H

SY1
Black Crepe
25"L x 26"D x 21"H

DF1
Black Crepe
25"L x 26"D x 34"H

BC6
36"L x 13"D x 71"H
BC6

BC7
36"L x 13"D x 71"H
BC7

ET1
30"L x 16"D x 70"H
ET1

ET2
30"L x 16"D x 70"H
ET2

CP5
36"L x 30D x 42"H
CP5

PO3
24"L x 21"D x 42"H

PO1
24"L x 19"D x 50"H
PO1

WD2
48"L x 24"D x 30"H
WD2

CO4
26"L x 24"D x 38"H
CO4

L26
36"L x 20"D x 29"H
L26

L27
36"L x 20"D x 29"H
L27

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability.
Cancellation Policy: Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price.

Company Name:	Booth #:
Ordered By:	Phone #:
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Booth Carpet/Padding Order Form

Return Deadline: Friday, Jan. 31, 2014

STANDARD CARPET

Price includes installation.
Please select your color from those at right under "Custom Size Carpet Colors."
No guarantee of color match when ordering multiple carpets.

Color	Quantity	Size	Advance Rate	Standard Rate	Amount
		10' X 10'	$ 137.10	$ 178.25	$
		10' X 20'	$ 305.50	$ 397.15	$
		10' X 30'	$ 338.80	$ 440.45	$
		10' X 40'	$ 434.75	$ 565.20	$

CUSTOM SIZE CARPET

Includes poly covering for protection and installation to fit booth space.
Note: 100 Square Foot Minimum Order
Please select your color from those at right under "Custom Size Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			$ 1.50 / sq. ft.	$ 1.95 / sq. ft.	$

28 OZ. PLUSH CUSTOM-SIZE CARPET

Includes poly covering for protection and installation to fit booth space.
Note: 100 Square Foot Minimum Order
Please select your color from those at right under "28 oz. Plush Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			$ 2.90 / sq. ft.	$ 3.75 / sq. ft.	$

CUSTOM PADDING

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		$ .50 / sq. ft.	$ .65 / sq. ft.	$

VISQUEEN

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		$ .30 / sq. ft.	$ .40 / sq. ft.	$

Sub-Total	**$**
6% GA Sales Tax	**$**
TOTAL AMOUNT ➔	**$**

_____Standard Carpet Colors_____

_____Custom Size Carpet Colors_____

_____28 oz. Plush Carpet Colors_____

Please note: The carpet colors shown below are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Art Submission Guidelines

Please follow these requirements so that RPM CompleteXPO Services can provide the highest quality signs for your exhibit.

Please Provide the Following When Submitting Art

Minimum requirements for original artwork, such as logos, when RPM CompleteXPO is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that RPM Complete-XPO will reproduce exactly as provided:

- 150 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and email address of art creator if applicable
- If submitting a "vector" type file, include all fonts, or convert fonts to outlines or paths

Acceptable File Types

Files that RPM CompleteXPO can use, in order of preference, include:

EPS and **AI** (especially when submitting logos)
TIF (especially when submitting photos)
JPG (provided resolution is high enough for photo images, not recommended for logos)
PSD (all layers must be editable)
PDF (please save with illustrator editing enabled, convert all fonts to outlines, or you may also send rasterized PDF files at full scale)

File types that RPM cannot use to reproduce high quality graphics include:

GIF files
Microsoft Office software files such as Word (.doc) or PowerPoint (.ppt) file types
Self-extracting files, such as ESE or SEA files
Files pulled from websites: (logos, images, etc.) will not be accepted.

Acceptable Software File Formats

We are capable of working with both PC and MAC based software, and can accept art created with the following software (listed in order of preference). Email attachment (4 mgs or smaller only)

Ai Ps Id Adobe PDF

When sending disks, please label them with the following: Exhibitor Co. Name, Booth #, Show Name, Show Date.

Ways to Send Artwork

Artwork files that are of acceptable resolution as listed will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.

If you have any additional questions concerning file make-up, logos, resolution, etc. you may contact our graphics department at 407-786-3976 or info@completexpo.com

Now Available
ON-SITE ORDERING

If you have last minute graphics or signage needs, REMEMBER, WE OFFER...

Full Service Graphics and Signage Capabilities

Any type —
from simple to complex

Inquire at the RPM Service Desk
For Quotation & Same Day Delivery

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Signs, Banners and Accessories Order Form

Return Deadline: Friday, Jan. 31, 2014

Qty	Description	Advance Rate	Standard Rate	Amount
STANDARD FOAMCORE SIGNS, SINGLE-SIDED				
	Vertical, 22" X 28"	$ 133.10	$ 173.05	$
	Horiz., 22" X 28"	$ 133.10	$ 173.05	$
	Vertical, 28" X 44"	$ 206.25	$ 268.15	$
	Horiz., 28" X 44"	$ 206.25	$ 268.15	$
	Meterboard, 39" X 90.75"	$ 410.10	$ 533.15	$
ACCESSORIES				
	Blank Foam Core 4' X 8'	$ 36.10	$ 46.95	$
	Velcro, per ft. min. 5 ft.	$ 2.35	$ 3.05	$
VINYL BANNERS WITH DIGITAL PRINTING				
	Grommets, per sq. ft., Vertical	$ 16.85	$ 21.90	$
	Grommets, per sq. ft., Horizontal	$ 16.85	$ 21.90	$
	Pockets, per sq. ft., Vertical	$ 18.10	$ 23.55	$
	Pockets, per sq. ft., Horizontal	$ 18.10	$ 23.55	$
REPLACEMENT ID SIGN - CARDSTOCK				
	7" x 44" Horiz.	$ 39.70	$ 51.60	$

Qty	Easel Back	Size	Advance Rate	Standard Rate	Amount
WHITE SHOWCARD Price Based on Block Letters, Black Lettering					
		7" X 11"	$ 21.00	$ 31.50	$
		7" X 44"	$ 26.25	$ 38.85	$
		11" X 14"	$ 31.50	$ 47.25	$
		14" X 22"	$ 42.00	$ 63.00	$
		22" X 28"	$ 63.00	$ 84.00	$
		28" X 44"	$ 84.00	$126.00	$

Orientation: ☐ Horizontal ☐ Vertical

Please type desired copy below or attach a separate sheet:

- Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Advance Rates.
- Over 10 words add $2.50 per word
- Colored show card and each change in color copy will be quoted upon request.
- Easel back applied to sign add $8.00
- Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.)
- All advance order signs will be available for customer pick-up at the show site service desk.
- NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK.

Sub-Total	**$**
6% GA Sales Tax	**$**
TOTAL AMOUNT ➔	**$**

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).

Payment Policy: Payment in full for sign order charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.
Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 100%. Sign orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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F.A.Q.

HOW DO I SHIP TO WAREHOUSE? (i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the RPM Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- For your convenience, RPM Logistics will be on site to handle outbound transportation.
- Each shipment must have a completed RPM Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPM CompleteXPO Service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed RPM Bill of Lading must be turned in at the RPM Service Desk. DO NOT leave the bill of landing in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through RPM Logistics.
- You must notify your carrier of the dates & times of pick-up if you are not using RPM Logistics.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.

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Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as "Van Line Shipments" or "Special Handilng"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPM labor to load/unload.

SMALL PACKAGE SERVICE - Referred to as packages, cartons or envelopes.

- Any **single shipment** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

*Overtime:

- is Monday-Friday prior to 8:00 a.m. and after 4:30 p.m. Also, all day Saturday, Sunday and observed union holidays.

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments. See example of savings below.

Before the show…

THE WRONG WAY

— Shipped as three separate shipments —

RECEIVED:

54 lbs. charged @ 200 lbs. min x $88.00/cwt.....$176.00
59 lbs. charged @ 200 lbs. min x $88.00/cwt.....$176.00
72 lbs. charged @ 200 lbs. min x $88.00/cwt.....$176.00

Total 185 lbs. **Total Cost:.....$528.00**

THE MONEY SAVING WAY

— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x $88.00/cwt. $176.00

TOTAL SAVINGS… $352.00!

- The Material Handling charge from RPM for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show…

1) Obtain an RPM Bill of Lading from the RPM Service Desk.
2) Once your freight is packed and ready to ship, complete and return the RPM Bill of Lading form to the Service Desk.
3) If not using RPM Logistics, you must make and/or confirm arrangements for pick-up with your choice of carriers.
4) Be sure your chosen carrier is declared on the RPM Bill of Lading.
5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

*Failure to follow these steps could result in freight being re-routed through RPM Logistics and assessed additional shipping charges.

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Material Handling Rate Schedule

RPM CompleteXPO Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

MATERIAL HANDLING RATES

200 lb. Minimum

The following services, whether used complete or in part, are offered as a package. Rates include: Unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

	Crated Materials	Uncrated and/or Loose Shipments	Special Handling
	STANDARD RATES	***STANDARD RATES***	***STANDARD RATES***
WAREHOUSE ADVANCE RECEIVING	**ST Rate: $ 46.45 / cwt.** Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will **not** be received at the warehouse. They must be shipped directly to the show site.	**ST Rate: $ 60.50 / cwt.** See below*.
DIRECT SHIPMENT TO SHOW SITE	**ST Rate: $ 44.70 / cwt.** Receive shipments at show site on move-in dates only.	**$ 67.00 / cwt.** Receive shipments at show site on move-in dates only.	**$ 58.00 / cwt.** Receive shipments at show site on move-in dates only.

*Rates for shipments or equipment requiring special handling (including non-skidded, uncrated and/or loose shipments) received at the exhibit site will be subject to a 25% surcharge in addition to the above show site rates. This applies to all "van-line" shipments and trucks that, due to the height of the truck bed, cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment, the whole shipment will be charged at the Uncrated and Loose Material Rate, plus Special Handling Rate if applicable.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPM CompleteXPO Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & RPM bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in an RPM bill-of-lading for each shipment at the Service Desk before leaving the Show. RPM CompleteXPO Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPM CompleteXPO Services reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPM CompleteXPO Services.

RPM CompleteXPO Services
Meeting The Needs of Today's Events!
411 W. Lake Brantley Rd., Altamonte Springs, FL 32714
Phone 407-786-EXPO (3976) • Fax 407-786-3977
E-Mail: info@completexpo.com

THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Material Handling Order Form

Return Deadline: Friday, Jan. 31, 2014

Shipments Consigned to the Warehouse Must Arrive NO LATER THAN Friday, Jan. 31, 2014*

**Shipments late to the Warehouse are subject to a 25% surcharge unless shipping through the Official Show Carrier, RPM Logistics.*

Shipments to the Show Site Should be Timed To Arrive NO EARLIER THAN Monday, Jan.13, 2014

WHERE TO SHIP:

Shipments consigned to WAREHOUSE:

Atlanta Shoe Market
c/o RPM CompleteXPO Services
J&D Trucking
560 Atlanta South Pkwy
Suite 600
College Park, GA 30349
Booth # _____

Shipments consigned to SHOW SITE:

Atlanta Shoe Market
c/o RPM CompleteXPO Services
Cobb Galleria Centre
2 Galleria Pkwy
Atlanta, GA 30339
Booth # _____

HANGING SIGNS - Ship to:

Atlanta Shoe Market
c/o RPM CompleteXPO Services
J&D Trucking
560 Atlanta South Pkwy
Suite 600
College Park, GA 30349
Booth # _____

- ***The Show Name, Your Company Name and Booth Number MUST be referenced on all shipments.***

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPM CompleteXPO Services to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that RPM CompleteXPO Services will provide its services as our agent, and not as bailee or shipper, and if any employee of RPM CompleteXPO Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with RPM CompleteXPO Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPM CompleteXPO Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay RPM CompleteXPO Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPM CompleteXPO Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT (100 lbs.)	ST Charges	Estimated Amount
Warehouse Advance Receiving - Crated			$ 46.45	$	$
Direct Shipment to Show Site - Crated			$ 44.70	$	$
Direct Shipment to Show Site - Uncrated			$ 67.00	$	$
Direct Shipment to Show Site - Special Handling			$ 58.00	$	$
Specialized Carrier Shipment (Small package shipments under 50 lbs.)			$ 23.50 each carton $ 46.50 min. per shipment	$	$

NOTE: 200 LB MINIMUM PER SHIPMENT

TOTAL AMOUNT ➔ $

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Reverse Side of Material Handling Order Form

Please read carefully! You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between RPM CompleteXPO Services/RPM Logistics, Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this RPM Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by RPM and/or RPM's Agent — no exceptions.

1. DEFINITIONS. The name RPM shall be construed within the meaning of this contract as RPM Logistic Services, or RPMLS and their employees, officer, agents, and assigns including any subcontractors that RPM may appoint. The term EXHIBITOR refers to any party who contracts for services with RPM.
2. RPM RESPONSIBILITIES. RPM shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. RPM assumes no responsibilities for any persons, parties, or other contracting firms not under RPM direct supervision and control. RPM shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond RPM reasonable control, of for ordinary wear and tear in the handling of materials.
3. INSURANCE. It is understood that RPM is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide RPM with a release of subrogation to the extent that any insurance settlement is received.
4. CLAIMS(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to RPM prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against RPM more than one year after the date that loss or damage occurred.
5. INDEMNIFICATION. Exhibitor agrees to indemnify, forever hold harmless and defend RPM and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:
• EXHIBITOR'S negligent supervision of any labor secured through RPM or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
• EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of RPM equipment.
• EXHIBITOR'S violation of Federal, State, or Local ordinances.
• EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.
6. PACKAGING AND CRATES. RPM shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials RPM shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. RPM shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.
7. EMPTY CONTAINERS. Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. RPM assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."
RPM'S LIABILITY LIMITS. If found liable for any loss or damage, RPM's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of $50.00 per shipment, whichever is less. RPM shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPM specifically acknowledges receipt in writing. RPM shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPM be held liable for any concealed damage-no exceptions.
8. PAYMENT FOR SERVICES MAY NOT BE WITHELD. In the event of any dispute between EXHIBITOR and RPM relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to RPM as an offset against the amount of the alleged loss or damage. Any claim against RPM shall be considered a separate transaction and shall be resolved on its own merit.
9. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment (s) the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. RPM is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after same have been delivered to the EXHIBITOR'S booth at show site.
10. OUTBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. RPM shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to RPM by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. RPM assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. RPM loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. RPM assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show, RPM shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

RPM CompleteXPO Services
Meeting the Needs of Today's Events!

J&D Trucking
560 Atlanta South Pkwy
Suite 600
College Park, GA 30349

Exhibitor

Booth #

The Atlanta Shoe Market
Cobb Galleria Centre &
Renaissance Waverly Hotel
Atlanta, GA
February 13-15, 2014

Late to warehouse charges apply after:
January 31, 2014

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

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January 31, 2014

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.
- Important note: Warehouse is not temperature controlled.
- Hazardous materials will not be accepted at warehouse.

IMPORTANT: These labels are for Advance Warehouse Shipments ONLY.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Cobb Galleria Centre
2 Galleria Pkwy
Atlanta, GA 30339

RPM CompleteXPO Services
Meeting the Needs of Today's Events!

Exhibitor _____

Booth # _____

Exhibitor move-in begins:
February 12, 2014

The Atlanta Shoe Market
Cobb Galleria Centre &
Renaissance Waverly Hotel
Atlanta, GA
February 13-15, 2014

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Cobb Galleria Centre
2 Galleria Pkwy
Atlanta, GA 30339

RPM CompleteXPO Services
Meeting the Needs of Today's Events!

Exhibitor _____

Booth # _____

Exhibitor move-in begins:
February 12, 2014

The Atlanta Shoe Market
Cobb Galleria Centre &
Renaissance Waverly Hotel
Atlanta, GA
February 13-15, 2014

- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.
- Important note: Hazardous materials will not be accepted at show site.

IMPORTANT: These labels are for Direct to Show Site Shipments ONLY.

HANGING SIGN

EXHIBIT MATERIAL

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Rush to:

J&D Trucking
560 Atlanta South Pkwy
Suite 600
College Park, GA 30349

Exhibitor

Booth #

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Cobb Galleria Centre &
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February 13-15, 2014

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HANGING SIGN

EXHIBIT MATERIAL

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Atlanta, GA
February 13-15, 2014

Late to warehouse charges apply after:
January 31, 2014

- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.
- Important note: Hazardous materials will not be accepted at show site.

IMPORTANT: These labels are for Suspended Sign Shipments ONLY.

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Accessible Storage Order Form

Return Deadline: Friday, Jan. 31, 2014

ACCESSIBLE STORAGE ORDER FORM

RPM CompleteXPO Services will go to all reasonable lengths to secure your product; however, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.

THE CHARGES FOR ACCESSIBLE STORAGE ARE AS FOLLOWS:

- STORAGE CHARGE — $75.00 per 16 square feet per day
- LABOR CHARGE — 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the "Display Labor Order Form" ($67.75 per hour ST, $101.60 per hour OT)

Please complete all sections below:

1. We will require _____ square feet of space in Accessible Storage for:

   a. # of boxes _____ c. # of cartons_____ e. # of skids_____
   b. # of cases _____ d. # of crates _____

2. Description of product we are storing: _____

   _____

3. We will need access to this product:

   _____ times a day at _____ a.m. and/or _____ times a day at _____ p.m.

STORAGE CHARGE ($75.00 per 16 sq ft increment)	**X**	**# of Square Feet Required** (16 sq ft increments)	**X**	**Total # of Days You Will Need Access**	**=**	**Storage Charge — Estimated Amount Due**
$75.00 per Day	**X**		**X**		**=**	$
LABOR CHARGE — ST (1/2 hr. min. labor charge — $67.75/hr ST — per move.)	**X**	**# of Times per Day You Will Need Access**	**X**	**# of Days Required**	**=**	**ST Labor Charge — Estimated Amount Due**
$67.75/hr ST (min. 1/2 hr)	**X**		**X**		**=**	$
LABOR CHARGE — OT (1/2 hr. min. labor charge — $101.60/hr OT — per move.)	**X**	**# of Times per Day You Will Need Access**	**X**	**# of Days Required**	**=**	**OT Labor Charge — Estimated Amount Due**
$101.60/hr OT (min. 1/2 hr)	**X**		**X**		**=**	$

TOTAL AMOUNT ➔ **$**

Payment Policy: Payment in full of all charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Labor Jurisdictions — Georgia

LABOR
Georgia is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Exhibit labor claims jurisdiction for the installation, dismantling and first cleaning of prefabricated exhibits and displays when this work is done by RPM personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION
RPM CompleteXPO Services has the responsibility of receiving and handling all exhibit materials and empty crates that come in via over-the-road carriers. It is RPM's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. RPM will not be responsible, however, for any materials they do not handle

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with RPM CompleteXPO Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES/BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon when the union has a 15-minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to RPM CompleteXPO Services.

IN GENERAL
Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to RPM CompleteXPO Services management personnel immediately.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. RM CompleteXPO Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your both, please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Display Labor Order Form

Return Deadline: Friday, Jan. 31, 2014

Labor Rates

Display Labor for Installation and Dismantling of Exhibits — *Power Tools Are Not Supplied* —		
Straight Time 8:00 am to 4:30 pm Monday through Friday.	**Overtime** After 4:30 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.	**Double Time** All holidays and any time a worker works more than ten (10) hours in the same day
$ 67.75 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	$ 101.60 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	$ 135.50 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.
All Labor orders received after the return deadline date will be charged an additional 25%		

NOTE: 8:00 am is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

- ☐ EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- ☐ RPM COMPLETEXPO SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum $40.00. Detailed set-up and outbound shipping instructions must be sent in advance.

	Dates Required (circle all that apply):	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	**Wednesday, February 12th**				$
DISMANTLE	**Saturday, February 15th**				$
				TOTAL AMOUNT ➔	**$**

Name of Carrier:_____ **# of Crates:** _____ **# Cartons:** _____ **# of Skids:**_____

Display shipped to: ☐ Warehouse ☐ Show Site	☐ Display includes Carpet ☐ Will Rent Carpet

PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

_____

Payment Policy: Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover and American Express accepted.
Cancellation Policy: Display labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Rigging Labor Order Form

Return Deadline: Friday, Jan. 31, 2014

Order Rigging Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function; however, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests. Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

Rigging Labor Rates	**Rigging Crew Consists of One Rigger and One Equipment Operator**		
	Straight Time **8:00 am to 4:30 pm Monday through Friday**	**Overtime** **After 4:30 pm until 8:00 am Monday through Friday, all day Saturday and Sunday**	**Double Time** **All holidays and any time a worker works more than ten (10) hours in the same day**
Rigger	$ 65.75 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 98.65 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 131.50 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Fork Lift with Operator **Up to 5,000 lbs. Capacity**	$ 218.70 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 262.40 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 305.95 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Over 5,000 lbs.	Quoted Upon Request		
	All Labor orders received after the return deadline date will be charged an additional 25%.		

	Dates Required (circle all that apply):	**Service Required**	**Time Requested**	**Estimated # of Hours Per Crew**	**Estimated Amount**
ERECT	**Wednesday, February 12th**				$
DISMANTLE	**Saturday, February 15th**				$

# of Pieces to be Spotted:_____ Heaviest Pieces:_____

TOTAL AMOUNT ➔ $

Payment Policy: Credit Card information must be on file for all rigging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.
Cancellation Policy: Rigging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Rigging labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Hanging Sign Information

RPM CompleteXPO Services is responsible for supervision, assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the Suspended Sign Hanging Order Form.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. All signs to be hung from the ceiling should be sent in a separate container on a separate bill of lading marked "Hanging Sign." This container should be shipped in advance to the RPM CompleteXPO Warehouse, arriving no later than **Friday, January 31, 2014**.
5. Include exhibitor contact information with the order.
6. Include engineer-stamped assembly and hanging instructions with the order. RPM CompleteXPO accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend RPM CompleteXPO and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.
7. Installation and removal times will be established per the availability of the hall and access to the area under the sign.

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Phone 407-786-EXPO (3976) • Fax 407-786-3977
E-Mail: info@completexpo.com

THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Suspended Sign Hanging Order Form

Return Deadline: Friday, Jan. 31, 2014

RPM CompleteXPO Services reserves the right to assemble, install, and dismantle "Hanging Signs" with approved devices and type of cable to safely hang sign.

- **All signs must be approved by Show Management prior to hanging.**
- **All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.**
- **A full set of plans must be provided and forwarded to RPM CompleteXPO Services together with the completed Suspended Sign Hanging Order Form.**

Sign Hanging Rates

	If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a *Time and Material basis*.	
	Straight Time **8:00 am to 4:30 pm** **Monday through Friday**	**Overtime** **After 4:30 pm until 8:00 am** **Monday through Friday,** **all day Saturday and Sunday.**
High Lift and Crew Three Worker Crew Required	$ 397.75 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments	$ 465.50 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

PLEASE TELL US ABOUT YOUR SIGN

1. TYPE OF SIGN: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Electrical ☐ Other:_____
2. SIZE OF SIGN: Height:_____ Length:_____ Width:_____ Weight:_____ lbs.
3. # OF STRUCTURAL PICK POINTS: _____ LBS. AT EACH POINT: _____ lbs.
4. SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other:_____
5. IS YOUR SIGN ELECTRICAL? ☐ Yes ☐ No *If yes, order requirements on Electrical Services Order Form and notate "For Hanging Sign."*
6. DOES YOUR SIGN REQUIRE ASSEMBLY? ☐ Yes ☐ No *If yes, RPM CompleteXPO will assemble your sign prior to hanging. See Hanging Sign/Truss Information on previous page.*

PLEASE COMPLETE YOUR SIGN HANGING LABOR REQUIREMENTS BELOW:

	Dates Required (circle all that apply):	Time Requested	# of Crews Required	Estimated # of Hours Per Crew	Estimated Amount
ERECT	**Wednesday, February 12th**				$
DISMANTLE	**Saturday, February 15th**				$
				TOTAL AMOUNT ➔	**$**

Payment Policy: Credit Card information must be on file for all suspended sign hanging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.
Cancellation Policy: Suspended sign hanging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Suspended sign hanging labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

RPM CompleteXPO Services
Meeting The Needs of Today's Events!
411 W. Lake Brantley Rd., Altamonte Springs, FL 32714
Phone 407-786-EXPO (3976) • Fax 407-786-3977
E-Mail: info@completexpo.com

THE ATLANTA SHOE MARKET

February 13-15, 2014
Cobb Galleria Centre & Renaissance Waverly Hotel
Atlanta, Georgia

Booth Cleaning/ Periodic Porter Service Order Form

Return Deadline: Friday, Jan. 31, 2014

VACUUMING - DAILY

Show Management provides vacuuming of all booths on Wednesday night (the night before show opens) only, *at no charge*.

However, you may want to order daily cleaning services for the remainder of the show.

Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
ft.	ft.	ft.	X	$ .38 / sq. ft.	or	$ .52 / sq. ft.	X	2	$

MINIMUM CHARGE - 100 Sq. ft. per day

TOTAL AMOUNT ➔ $

PERIODIC PORTER SERVICE

Porter Service includes emptying wastebaskets within the booth every two hours during the show. This service may be ordered once for the first day of the show only or daily.

Please choose either **Fist Day of Show Porter Service** OR **Daily Porter Service** below.

	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
PORTER SERVICE- First Day of Show	ft.	ft.	ft.	X	$ 0.41 / sq. ft.	or	$ .52 / sq. ft.	X	1	$
PORTER SERVICE - Daily (Rate is all 3 days - not per ft/per day)	**Booth Dimensions**		**Total Square Feet**	**X**	**Advance Rate**	**or**	**Standard Rate**		**# of Days Required**	**Amount**
	ft.	ft.	ft.	X	$ 1.20 / sq. ft.	or	$ 1.50 / sq. ft.		3	$

MINIMUM CHARGE - 100 Sq. ft. per day

TOTAL AMOUNT ➔ $

Payment Policy: Payment in full for Booth Cleaning and Periodic Porter Service charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Cancellation Policy: Booth Cleaning and Porter Service orders cancelled 48 hours before move-in will be refunded at 100%. Booth cleaning orders cancelled less than 48 hours before move-in will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

SAFETY FIRST

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPM CompleteXPO Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention an RPM CompleteXPO Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Exhibitor Safety Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. RM CompleteXPO Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your both, please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
  Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!

RPM LOGISTICS, INC.

Tell us where...We'll take you there!

RPM Logistics is the official carrier for all in– and outbound shipping for the Atlanta Shoe Market. We offer competitive rates and one-on-one customer service. Also, we make things easy for you by providing you with your completed bill of lading, shipping labels, shrink wrap and pallets on the outbound.

Please call now and speak to one of our friendly and experienced logistics coordinators.

Call us!

407-786-3976

ATTENTION:

Atlanta Shoe Market

Exhibitors

Have you made your shipping arrangements?

One call can take care of your shipping needs... both INBOUND and OUTBOUND!

ADVANTAGES TO USING YOUR OFFICAL SHOW CARRIER:

- ☑ **ON-SITE REPRESENTATIVE**....
  To assist you with all your shipping needs
- ☑ **COMPETITIVE RATES**....
  RPM offers standard and expedited service.
- ☑ **MORE PERKS, LESS HASSLE**....
  We'll provide you with printed shipping labels and your completed bill-of-lading. On the outbound, we'll include free shrink wrap and pallets
- ☑ **DOOR TO DOOR TRACKING**....
  Locate your freight at any time with one call.

RPM CompleteXPO Services
411 W. Lake Brantley Rd. Altamonte Springs, FL 32714
Phone: (407) 786-3976 Fax: (407) 786-3977
Email: info@completexpo.com

RPM Logistics

For Shipping Rates, please fax this form to 407-786-3977
For Shipping Questions, please call 407-786-3976
or email us at info@completexpo.com

Atlanta Shoe Market

Company Name:_____ Contact Name: _____

Phone:_____ Cell:_____ Fax: _____Email: _____

Event Name: 2013 Atlanta Shoe Market Booth Number:_____

PICK-UP INFORMATION

Date of Pick-Up: _____ Your Shipping/Receiving Hours:_____a.m. to _____ p.m.

Is this pick-up location: ❑ Business ❑ Residence ❑ Home Business

Address of Pick-Up: _____

_____

_____

Pick-up Contact Name:_____Phone:_____Fax:_____

IMPORTANT - After Hours Contact Name: _____Phone: _____

Is there a Loading Dock: ❑ Yes ❑ No

If No, is this Inside Pick-Up: ❑ Yes ❑ No Is there access to: ❑ Elevator ❑ Stairs

Will this Pick-Up require: ❑ Lift Gate ❑ Pallet Jack ❑ Hazardous Materials ❑ Other_____

Is this Shipment: ❑ Round Trip ❑ One-Way Inbound ❑ One-Way Outbound

Comments: _____

DELIVERY INFORMATION

Date of Delivery: _____ ❑ Advance Warehouse ❑ Direct to Show Site

Delivery Address: _____

_____

_____

Show Name: _____Exhibitor Name: _____Booth #: _____

METHOD OF SHIPMENT

Ground: ❑ Less than a Truck Load ❑ Full Truck Load

Air: ❑ Overnight AM (by 12 Noon) ❑ Overnight PM (by 5PM) ❑ Second Day ❑ 3-5 Day

WEIGHT AND DIMENSIONS
(Final rate is subject to correct weight and dimensions)

List Piece Descriptions	Length (inches)	Width (inches)	Height (inches)	Estimated Weight (lbs.)
Total Pieces:			Total Weight:	

Payment Method: ❑ RPM Logistics ❑ RPM Logistics *and* All RPM CompleteXPO Services Orders

❑ Credit Card (check card type & complete info below): ❑ Visa ❑ MasterCard ❑ Discover ❑ AMEX

❑ Check* Enclosed: # _____ Dated____ / ___/ ___ in the amount of $ _____

*NOTE: *If paying by check, you are required to provide a Credit Card Authorization as a guarantee of payment.*

Card Number Exp. Date

Please enter the Security (CVV2) Code on your card:

Cardholder Name (print): _____ Cardholder's Signature: _____

Billing Address of Cardholder: _____

City:_____State: _____ ZIP Code:_____

— OFFICE USE ONLY —

Quoted_____ Quote ID _____ ❑ Caravan_____ ❑ Carrier _____

Rev. 102313-01

Dear Exhibitor,

Thank you for exhibiting at the Cobb Galleria Centre. We offer an on-line ordering system for utility services and booth catering, so you can pre-order services and avoid service desk lines and save money.

The system is easy to use. Just create a username and password that is unique to you, and use this information to access the ordering system at the link below to order services.

https://cobbgalleria.boomerecommerce.com

If you have any questions or problems logging in, please contact us at services@cobbgalleria.com or 770-989-5051.

Thank you!

Ana Struzzieri
Operations Assistant
Cobb Galleria Centre
Two Galleria Parkway
Atlanta, GA 30339

Direct: 770-989-5051
Fax: 770-989-5222
services@cobbgalleria.com

Visit us on the web at www.cobbgalleria.com

Cobb Galleria Centre – Online Ordering

(The easy way to power your booth!)

Exhibitor Instructions

Cobb Galleria Centre offers online ordering for utility and booth catering services. Please follow the instructions below to place your order.

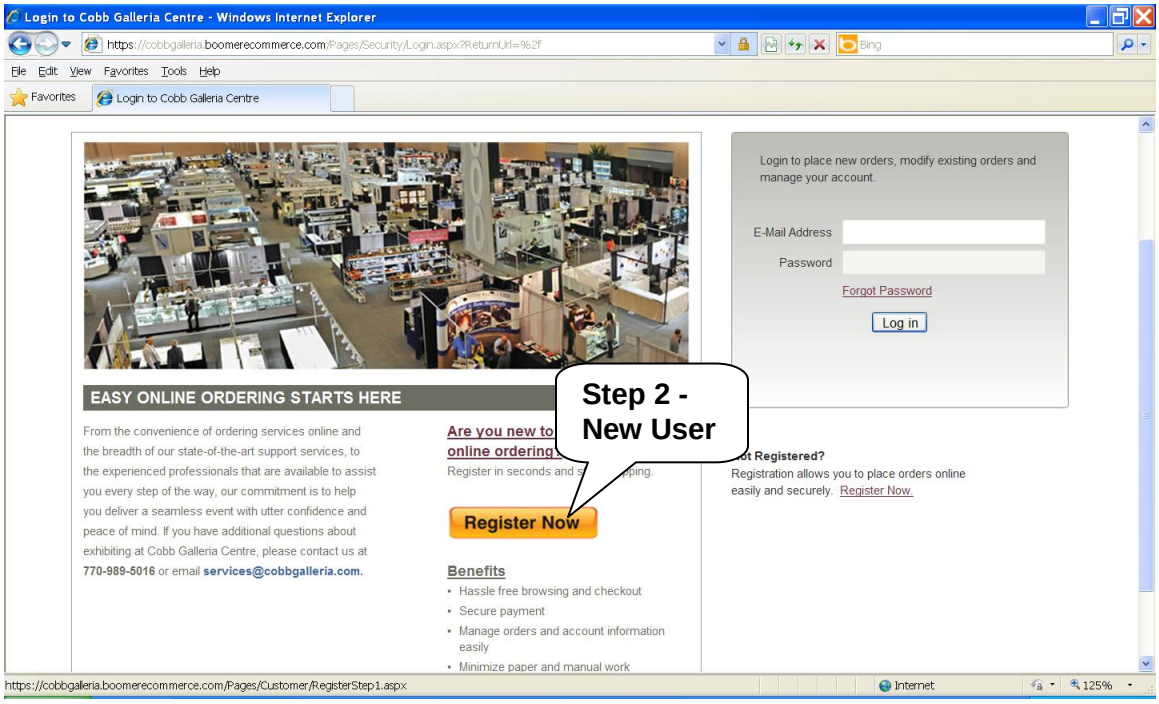
First Time User (Returning User- Log in, insert password, and proceed to Step 10)

Step 1. Log in

Please click the link below to create a user id and password.
https://cobbgalleria.boomerecommerce.com

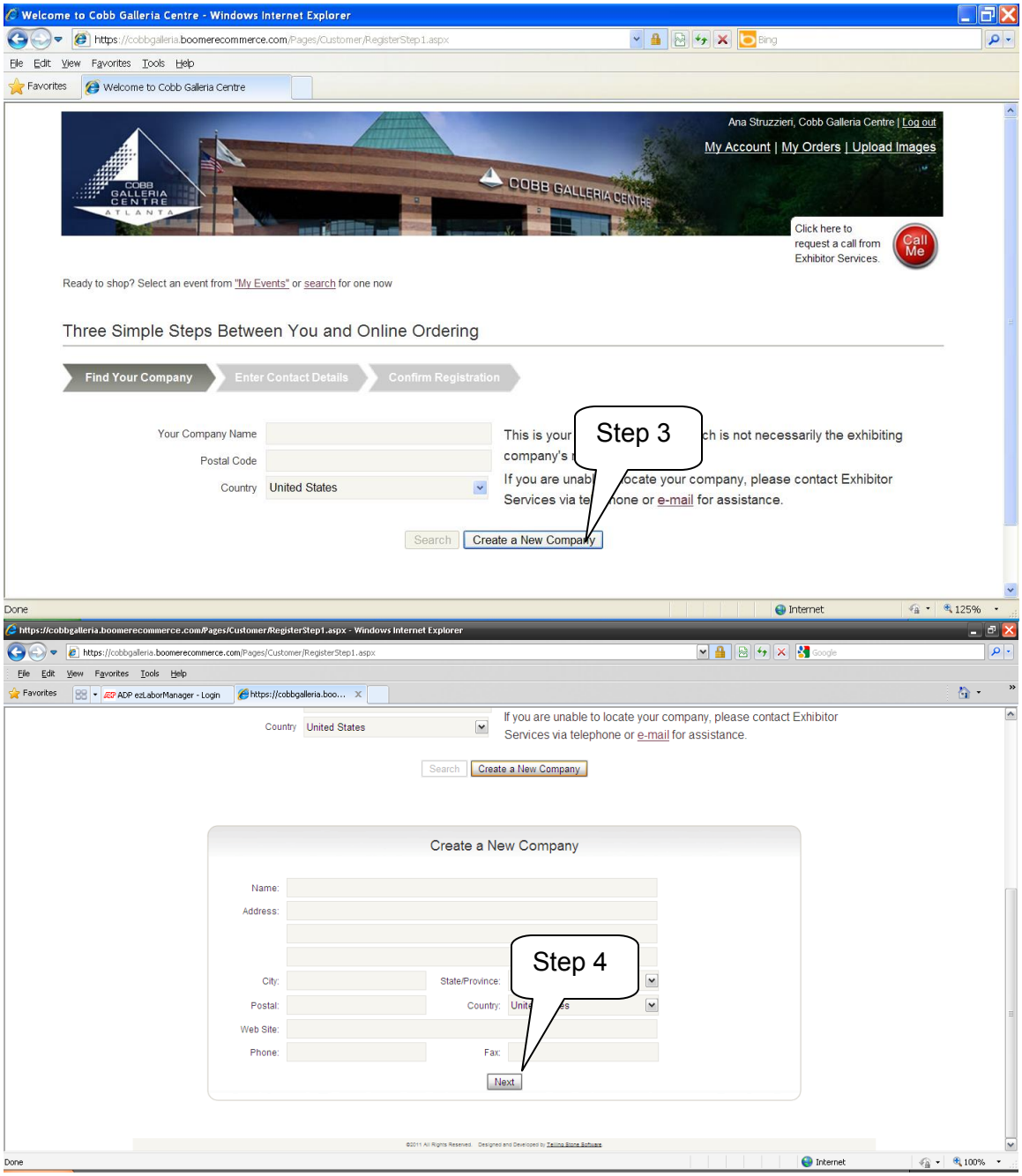
Step 2. Create User Account

Click on Register Now

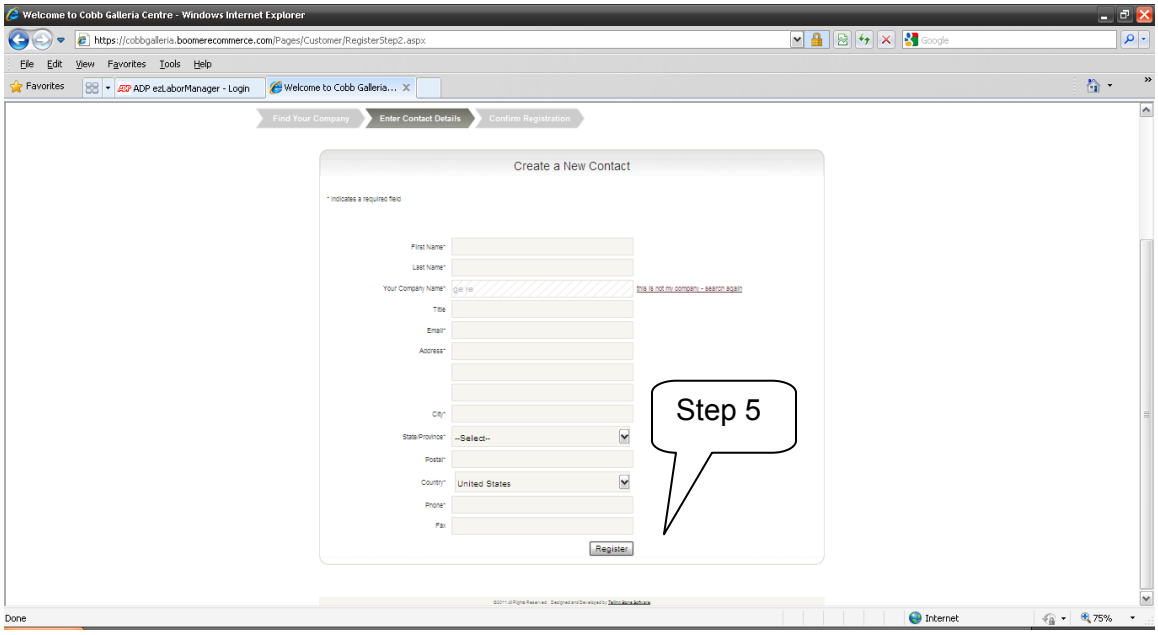

Login to Cobb Galleria Centre - Windows Internet Explorer
https://cobbgalleria.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f
File Edit View Favorites Tools Help
Favorites
Login to Cobb Galleria Centre
Login to place new orders, modify existing orders and manage your account.
E-Mail Address
Password
Forgot Password
Log in
EASY ONLINE ORDERING STARTS HERE
From the convenience of ordering services online and the breadth of our state-of-the-art support services, to the experienced professionals that are available to assist you every step of the way, our commitment is to help you deliver a seamless event with utter confidence and peace of mind. If you have additional questions about exhibiting at Cobb Galleria Centre, please contact us at 770-989-5016 or email services@cobbgalleria.com.
Are you new to online ordering?
Register in seconds and start shopping.
Register Now
Step 2 - New User
Benefits
Hassle free browsing and checkout
Secure payment
Manage orders and account information easily
Minimize paper and manual work
Registration allows you to place orders online easily and securely. Register Now.
https://cobbgalleria.boomerecommerce.com/Pages/Customer/RegisterStep1.aspx
Internet
125%

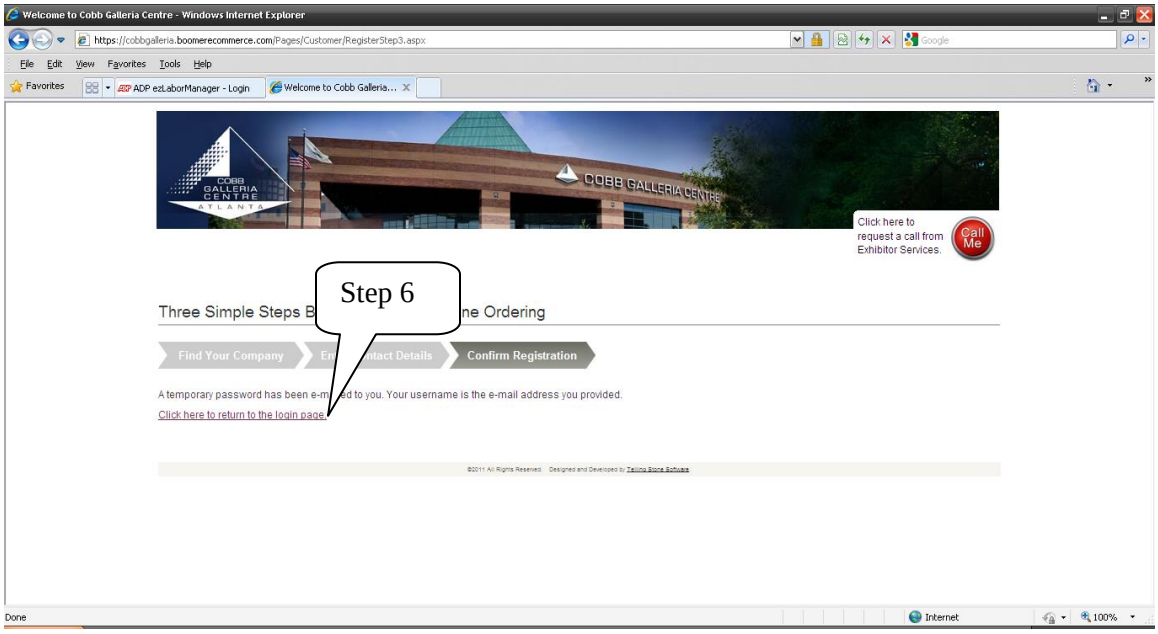
Step 3. Create New Company

Click Create a New Company (Step 3) on the bottom of the screen. Then, **scroll down** to input company information as depicted below. When complete, click Next (**Step 4**) and provide contact information on next screen.



Fill in all required fields and click .(**Step 5**)

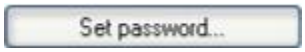



Welcome to Cobb Galleria Centre - Windows Internet Explorer
https://cobbgalleria.boomerecommerce.com/Pages/Customer/RegisterStep3.aspx
COBB GALLERIA CENTRE
Click here to request a call from Exhibitor Services.
Call Me
Step 6
Find Your Company
Confirm Registration
A temporary password has been e-mailed to you. Your username is the e-mail address you provided.
Click here to return to the login page.
Done
Internet
100%

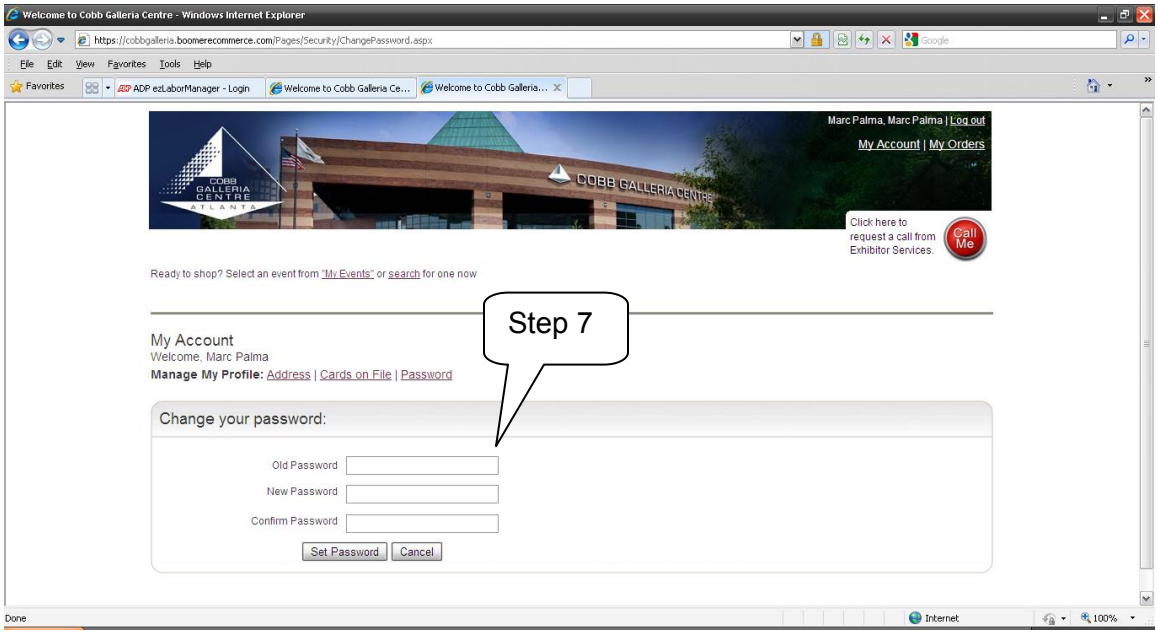
After completing registration, you will receive an email from "Engineering Services" containing a temporary password. Upon receiving temporary password in your email inbox, click the link noted in **Step 6** or the link in the email for https://cobbgalleria.boomerecommerce.com

Initial Login

Login in with temporary password

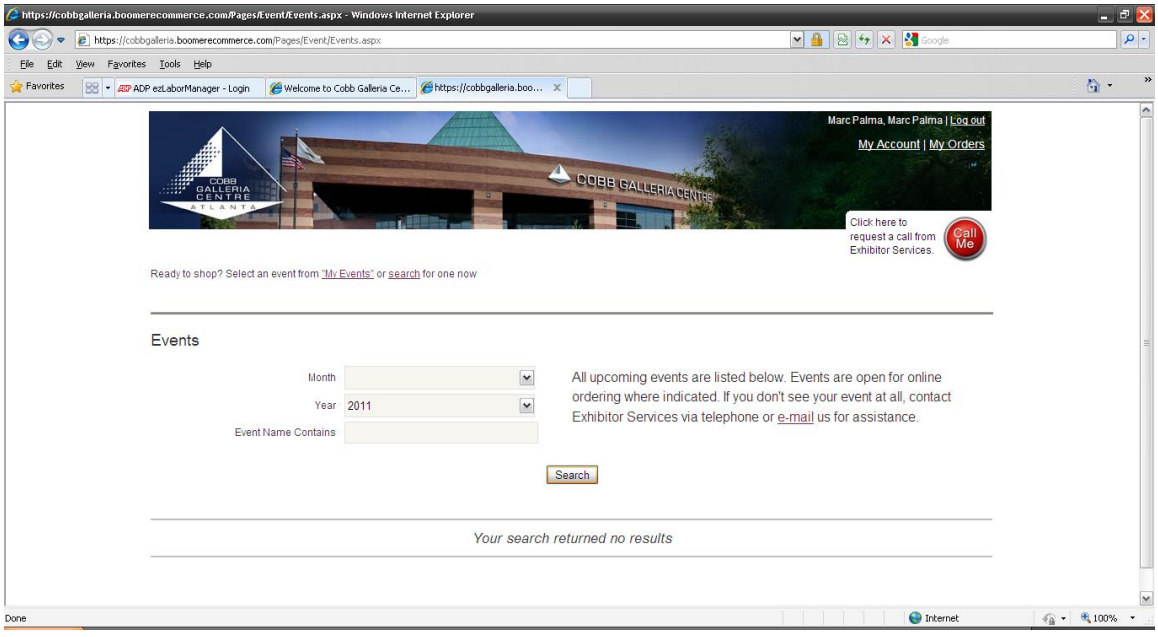
Step 7. Copy and Paste the temporary password you were emailed earlier in the "**Old Password**" field. Choose a new password and enter it in the following two fields. Next, click 

proceed to **Step 8**

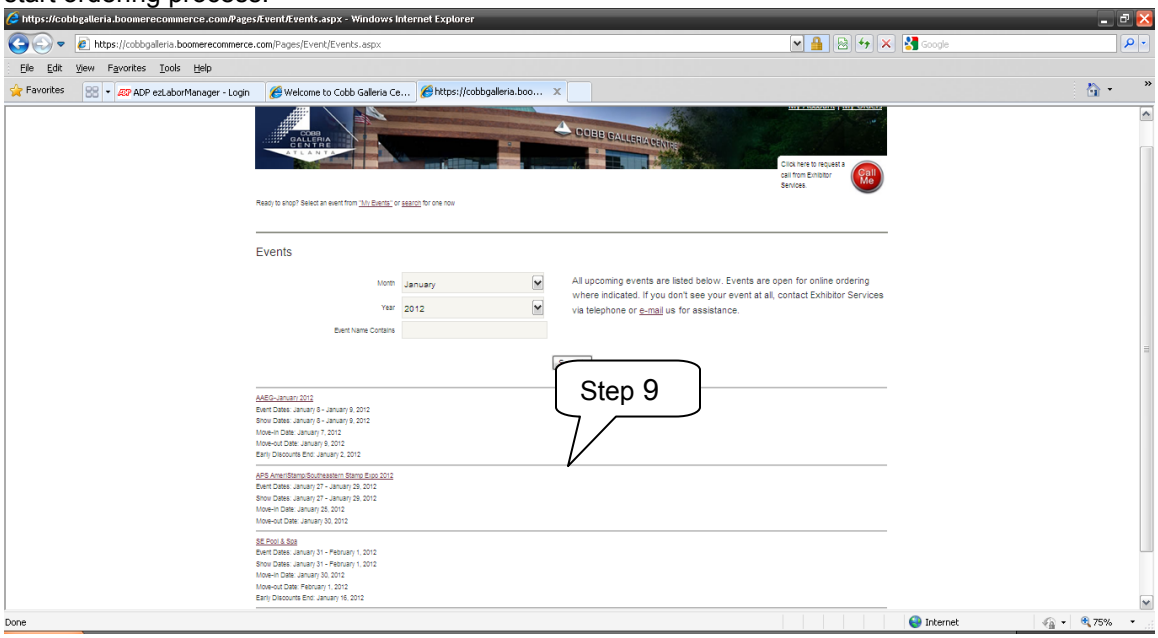


Step 8. Locate your Event

Locate your event within the page below. Search by "**Month**", "**Year**" or "**Event Name Contains**".

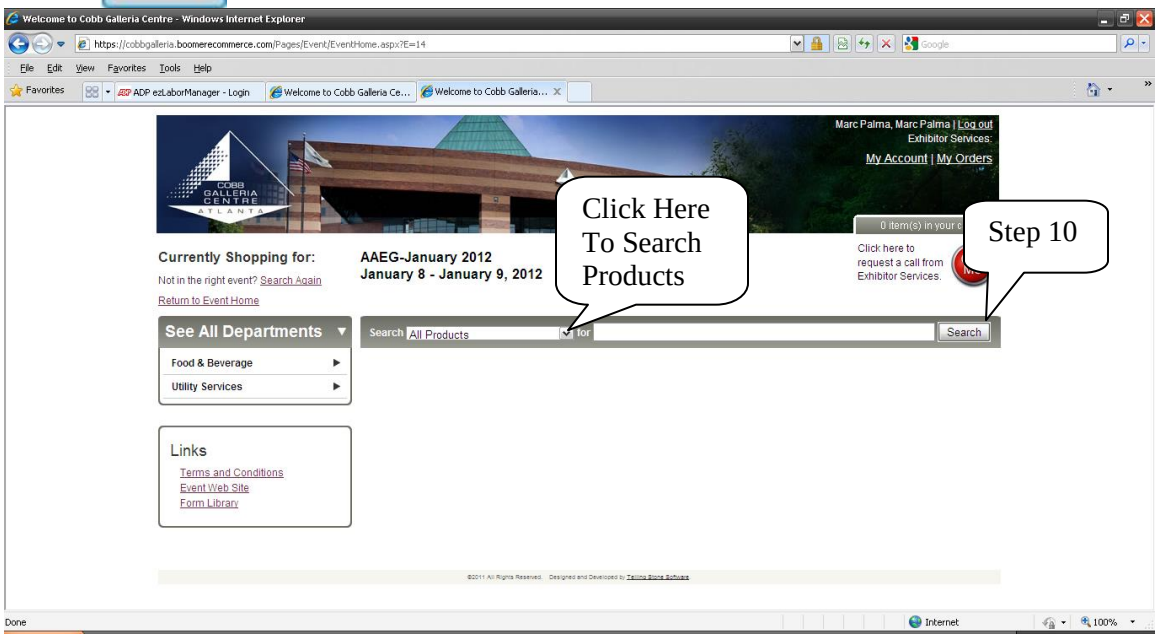

https://cobbgalleria.boomerecommerce.com/Pages/Event/Events.aspx - Windows Internet Explorer
Marc Palma, Marc Palma | Log out
My Account | My Orders
COBB GALLERIA CENTRE
Click here to request a call from Exhibitor Services.
Call Me
Ready to shop? Select an event from "My Events" or search for one now
Events
Month
Year
2011
Event Name Contains
All upcoming events are listed below. Events are open for online ordering where indicated. If you don't see your event at all, contact Exhibitor Services via telephone or e-mail us for assistance.
Search
Your search returned no results
Done
Internet
100%

Step 9. Next, click Search and scroll down to view upcoming events. Click on event name to start ordering process.


https://cobbgalleria.boomerecommerce.com/Pages/Event/Events.aspx - Windows Internet Explorer
File Edit View Favorites Tools Help
Favorites
ADP ezLaborManager - Login
Welcome to Cobb Galleria Ce...
https://cobbgalleria.boo...
COBB GALLERIA CENTRE
Click here to request a call from Exhibitor Services.
Call Me
Ready to shop? Select an event from "My Events" or search for one now
Events
Month January
Year 2012
Event Name Contains
All upcoming events are listed below. Events are open for online ordering where indicated. If you don't see your event at all, contact Exhibitor Services via telephone or e-mail us for assistance.
Step 9
AAEG-January 2012
Event Dates: January 6 - January 9, 2012
Show Dates: January 6 - January 9, 2012
Move-in Date: January 7, 2012
Move-out Date: January 9, 2012
Early Discounts End: January 2, 2012
APS Ameri/Stamp/Southeastern Stamp Expo 2012
Event Dates: January 27 - January 29, 2012
Show Dates: January 27 - January 29, 2012
Move-in Date: January 25, 2012
Move-out Date: January 30, 2012
SE Pool & Spa
Event Dates: January 31 - February 1, 2012
Show Dates: January 31 - February 1, 2012
Move-in Date: January 30, 2012
Move-out Date: February 1, 2012
Early Discounts End: January 16, 2012
Done
Internet
75%

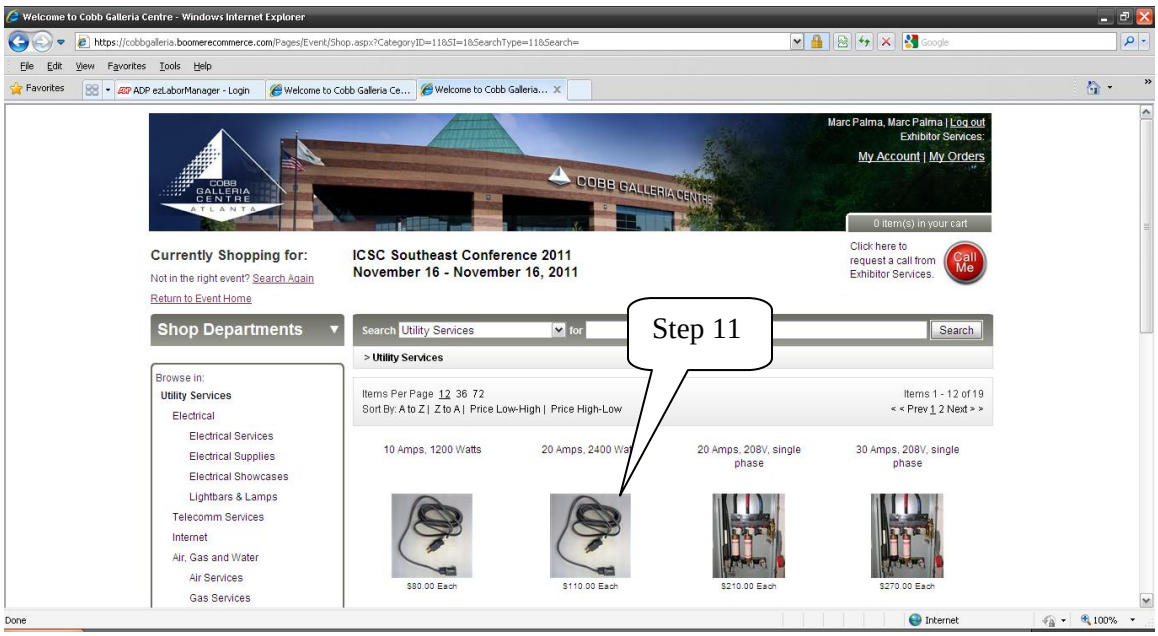
Step 10. **Search Products**

Click scroll down menu labeled "**All Products**" to select services needed. Next, click Search



Step11. **Ordering Product**

After searching for products needed, the next screen will show clickable, detailed information for products available.



Step 12. Next, click Add to Cart *or* Add and Pick More.

Step 13. Click “Secure Checkout”.

Step 14. Enter Booth Number (if unknown, leave blank). Click next.

Step 15. Click box “I Accept Terms & Conditions” and next.

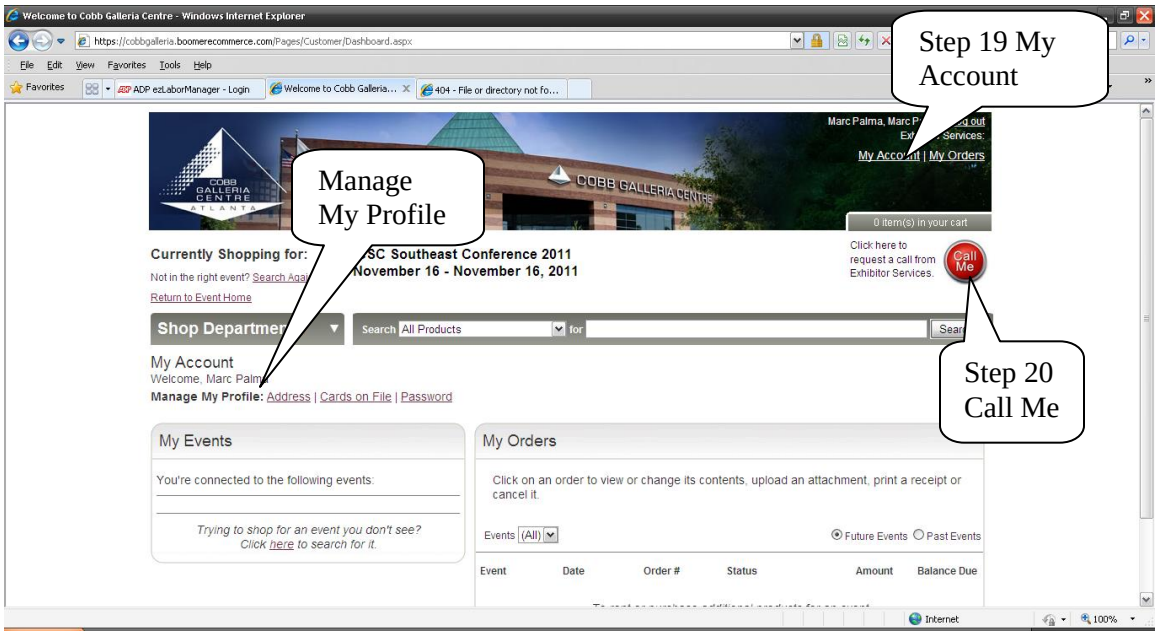
Step 16. Enter payment method.

Step 17. Enter payment information and Apply Payment.

Step 18. Click “Next” until the end so an order will be created.

Step 19. Customer Dashboard

You can view your events and your products / services ordered on this page. You can also manage your addresses, cards on file and your password in the **Manage My Profile** area. Access this page by clicking **My Account** located in upper right hand corner of screen on any screen while logged in.


Step 19 My Account
Manage My Profile
Step 20 Call Me
Welcome to Cobb Galleria Centre - Windows Internet Explorer
My Account | My Orders
0 item(s) in your cart
Currently Shopping for:
SC Southeast Conference 2011
November 16 - November 16, 2011
Click here to request a call from Exhibitor Services.
Call Me
Return to Event Home
Shop Departmen
Search All Products
for
My Account
Welcome, Marc Palma
Manage My Profile: Address | Cards on File | Password
My Events
You're connected to the following events:
Trying to shop for an event you don't see?
Click here to search for it.
My Orders
Click on an order to view or change its contents, upload an attachment, print a receipt or cancel it.
Events (All)
Future Events
Past Events
Event
Date
Order #
Status
Amount
Balance Due

Step 20. **Contact Us**

If you have any questions or problems logging in, please contact us at services@cobbgalleria.com, 770-989-5016 or by clicking on the Call Me button on the upper right corner of the screen at any time.

Thank you,
Cobb Galleria Centre

COBB GALLERIA CENTRE
Atlanta Shoe Market
Electrical Services Order Form

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051
See Terms and Conditions on the Second Page

Company Name		Phone #	Fax #
Address	City	State	Zip Code
	Email Address (required for receipt)		Booth #
Payment Method AmEx Visa MasterCard Check	Acct. #	Exp Date	CC V-Code
Name on Card	Authorized Signature		Date

SERVICES REQUESTED

ELECTRICAL

QTY	Description			14 Day Advance	Floor Rates	Total
	10 Amps	1200 Watts	120 Volts	$85	$101	
	20 Amps	2400 Watts	120 Volts	$115	$137	
					Sub Total	**$**

UTILITY SERVICES

QTY	Description	14 Day Advance	Floor Rates	Total
	Crossbar Stanchion (light not included)	$20	$30	
	Upright Stanchion (light not included)	$20	$30	
	Clip-on Lamp	$55	$66	
	100 Watt Track Lamp (track included)	$65	$78	
	PAR-64 Stage Light	$225	$270	
	Extension Cord	$15	$15	
	Outlets: Power strip (6)	$20	$20	
	Outlets: Quad Box (4)	$20	$20	
	Outlets: Cube Tab (3)	$20	$20	
	Labor-additional electrical work other than installation of above	$50	$50	
	Phone Line	$235	$280	
			Sub Total	$
			Total	$
			Tax (6%)	$
			TOTAL	$

INSTRUCTIONS

- **Fax form to (770) 989-5222 OR e-mail to services@cobbgalleria.com.**
- For questions or for additional power requirements, please call (770) 989-5051 or email services@cobbgalleria.com.
- In order to receive the ADVANCE rate, the order form and PAYMENT (U.S. Dollars) must be received at least 14 DAYS prior to scheduled show opening day.
- Full payment must be rendered prior to delivery of service.
- Prices do not include sales tax.
- Wireless Internet is complimentary.
- Exhibit Booths in Fashion Collection include crossbars, uprights and track light.
- If paying by check, make checks payable to: Cobb Galleria Centre
  & mail to: Two Galleria Parkway, Atlanta, GA 30339.

COBB GALLERIA CENTRE
ELECTRICAL, LIGHTS, & OTHER ELECTRICAL EQUIPMENT SERVICES ORDER FORM
TERMS AND CONDITIONS

1. Credit will not be given for electrical service installed and not used.

2. **All material and equipment furnished by the Cobb Galleria Centre for the service order shall remain the property of the Centre and shall be removed only by the Centre staff at the close of the show.**

3. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.

4. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.

5. All equipment, regardless of power, must comply with all federal, state and local codes.

6. Use of open sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.

7. Claims will not be considered unless filed by the exhibitor prior to close of show.

8. Prices for service are based upon current wage rates and are subject to change without notice.

9. Under no circumstance should anyone other than a "house electrician" make electrical connections.

10. Special equipment requiring the facility engineers or technicians for assembly, servicing, preparatory work and operations may be executed without a "house electrician". However, a "house electrician" must make all service connections and overload protection to such equipment only.

11. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

12. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.

13. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

14. Work required to tie-in and connect to customer's equipment will be charged in a time and material basis. Call for a quote.

THE ATLANTA SHOE MARKET

FEBRUARY 13-15, 2014
COBB GALLERIA CENTRE
& RENAISSANCE WAVERLY HOTEL

(770) 507-6777
FAX (770) 474-4676
plant@tlc-florist.com
www.tlc-florist.com

N•A•T•I•O•N•A•L
convention • plant • services

Exhibitor Name: _____ Booth Representative: _____

Firm, Billing Name: _____ Purchase Order or Reference Number: _____

Booth Number: _____ Credit Card #: _____

Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)

City :_____State: _____ Zip: _____ Name of Credit Card Holder as shown on card

Show Decorator:___RPM CompleteXpo Services _____ _____

Phone: _____ Fax: _____ Authorized Signature: _____

Cell: _____ Email Address: _____

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 **(770) 474-4676 FAX**
Please return overnight shipment with payments to: 121 Pine Dr. , Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: _____ Time: _____

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—***prices start at $60.00***.

Qty ____ tropical flowers—Price $ _____ each

Qty ____ Spring flowers—Price $ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

Don't know what you want? Just want a splash of color? Let TLC designers choose your fresh seasonal flowers!

Qty ____ TLC pick my colors, size, type flowers $50.00 ea

Visit www.tlc-florist.com for additional sample pictures. For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!

Mums—12"-18"H
$20.00 each
Qty ____
White ____
Yellow ____
Lavender ____

Azaleas—12"H
$35.00 each
Qty ____
White ____
Pink ____
Red ____

Bromeliads—12"-18"H
$35.00 each
Qty ____
Purple ____ Red ____
Yellow ____ Orange ____

TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**
  Tropical :
  (beach scenes; rain forests)
  Seasonal:
  (Spring, Fall, Holiday)
  Formal :
  (serenity garden, English garden)
- **Border Areas:**
  Hedges
  (control flow)
  Lawn or Golf
  (promotional)
  Trees
  (privacy)

Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

See next page for green plants.

FLORAL ORDER FORM

770) 507-6777
plant@tlc-florist.com
www.tlc-florist.com

FLORAL ORDER FORM

Small Fern

Small Fern—12”H x 12”W
$25.00 each
Qty ____

Large Fern

Large Fern—24”H x 24”W
$35.00 each
Qty ____

Ivy

Ivy—10”H x 10”W
$35.00 each
Qty ____

Pothos

Pothos—12”H x 12”W
$35.00 each
Qty ____

2’ Green Plants

$29.95 each Qty ____

3’ Green Plants

$39.95 each Qty ____

Standard 4’ to 6’ Green Plants

4’ @ $49.95 each Qty ___
5’ @ $59.95 each Qty ___
6’ @ $69.95 each Qty ___

7’ H & Taller plants & Planters are available Call 770-507-6777 for price/ availability

Planters are 2 1/2’ long.

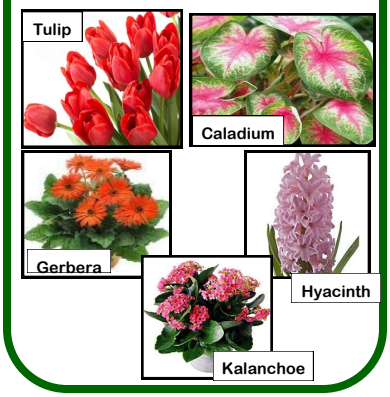
Top-dressed with azalea (pictured) Also available with mum Choose flower color for flower choice.

For Top-dressing with fern & azalea
__ white, __ pink, __ red

For Top-dressing with fern & mum
__white, __yellow, __bronze, __lavender

4’ @ $125.00 each, Qty ___
5’ @ $135.00 each, Qty ___
6 ’ @ $145.00 each, Qty ___

Seasonal Flowering Plants Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time $10.00 charge for ***daily*** floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. ***There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.***
There is a 1.5% energy surcharge added to each order.

Order Cost Summary

Select Container (Included in rental cost)
___Black ___White ___Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.

SubTotal _____
6% Sales Tax _____
1.5% esc _____
Total _____